

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

July 16, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, July 16, 2020 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	Public Comment Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ol style="list-style-type: none"> June 11, 2019 Study Session Minutes June 18, 2019 Board Meeting Minutes
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	Executive Director Update <ol style="list-style-type: none"> Executive Director Report Spanish Services and Support During Covid-19 Pandemic Strategy and Engagement <u>Finance and Budget</u> <ol style="list-style-type: none"> Review 2021 Budget & 5-Year Capital Improvement Plan (Note: Authorization to submit on agenda for August 13 Special Meeting) Financial Report (June) Belmar Project Financial Report <u>Strategy and Engagement</u> <ol style="list-style-type: none"> 2020 Mid-year Report Amended Belmar Naming Agreement - Authorization <ol style="list-style-type: none"> Fransen Pittman – Call for motion and second Public Services <ol style="list-style-type: none"> Return to In-person Service EBSCO Contract Renewal Information (Will appear on Consent Agenda – Special Meeting August 13 for authorization) Revised Intergovernmental Agreement with the Foothills Parks & Recreation District - Authorization <ol style="list-style-type: none"> Call for Motion and Second

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	Information Technology 1. Master Services Agreement Information (Will appear on Consent Agenda – Special Meeting August 13 for authorization)
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">No items
11. Action as Needed	Board Governance <ul style="list-style-type: none">No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS In response to COVID-19, Jefferson County Public Library have closed all buildings. Protecting the health and safety of our staff, patrons and community is our number one priority. Beginning, April 2, 2020, Board of Trustees meetings will be conducted online, until further notice. <ul style="list-style-type: none">August 13, 2020 - Study Session/Special Meeting – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebExAugust 20, 2020 - Board Meeting – 5:30 pm – To be determined – Standley Lake Library Meeting Room or Online via WebExSeptember 10, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via Web ExSeptember 17, 2020 – Board Meeting – 5:30 pm – To be determined – Belmar Library Meeting Room or Online via WebEx <u>CONFERENCES</u> <ul style="list-style-type: none">Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherOther Announcements
16. Adjournment	

CONSENT AGENDA

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



TO: Library Board of Trustees

FROM: Charles Naumer, Chair and Donna Walker, Executive Director

DATE: July 7, 2020

RE: Consent Agenda for the July 16, 2020 Board Meeting

1. Approve June 11, 2020 Study Session Minutes
2. Approve June 18, 2020 Board Meeting Minutes

Jefferson County Public Library Board of Trustees
Study Session
June 11, 2020 – 5:30 pm
Online Meeting via WebEx

TOPICS:

- Understanding the Gallagher Amendment
- Long Term Planning Scenarios
- Library Variance Authorization
- Review Extension to Agreement with City of Lakewood Locker System
- Review Baker & Taylor Contract Renewal
- Financial Review (April)

Call to Order

Charles Naumer, Chair, called the Study Session to order at 5:32 p.m.

Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Rex Whisman, Director of Strategy & Engagement; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Steve Chestnut, Director of Facilities and Construction Projects; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; Amber Oeltjenbruns, Employee Relations Manager; Brad Green, IT Security and Systems Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

Guests: Reeves Brown, Building a Better Colorado

Library Variance Authorization

Donna Walker, Executive Director, addressed the Board and introduced the topic. The variance memorandum is included in the information packet and the draft variance was sent to the Board. The Library variance was based on examples of approved variances for libraries and the variance the county submitted on May 29th. It was written to get the

best chance of receiving approval. The County is drafting a second variance and will include the Library. The Library provided the draft variance to County legal and Public Health for input and they may make adjustments. If the Board authorizes submitting this variance, the County will include JCPL in their request. We don't get to choose what's submitted, but we can provide them with what we want. The Library is asking the Board to authorize the Executive Director to submit the variance to the County.

The Chair expressed appreciation to the Library staff for their work on the variance and for being proactive in looking for ways to provide direct service to our patrons. The Chair asked the Trustees if there were any comments or questions. There were no questions or comments.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the variance to the County to allow for a limited number of people in the buildings. Seconded by Kim Johnson, the motion passed by unanimous vote of all Trustees present.

Understanding the Gallagher Amendment

The Chair introduced the topic and advised the Board that he had the opportunity to participate in a forum with Community First Foundation that was led by the guest tonight, Reeves Brown, with Building a Better Colorado (BBCO). Reeves Brown is an independent public policy consultant and Project Coordinator for the "Building a Better Colorado" project. BBCO is non-partisan organization that does not advocate for any specific policy. BBCO convenes politically-balanced panels of subject-matter experts to discern the facts about a given policy challenge, defines a range of potential policy options to address that challenge, and then engages citizens in a constructive conversation to evaluate the merits of those different policy options. Reeves was invited to the study session to help the Board get a better understanding of Gallagher and other issues facing our state.

Reeves Brown addressed the Board and expressed appreciation for the opportunity to provide information on how the Gallagher amendment affects long term planning at JCPL.

Property taxes pay for local government services. 50% of property tax revenues were used to fund local K-12 school districts. Property tax revenues do not pay for any state services like highways, prisons, or higher education. Colorado hasn't imposed a state level property tax since 1964.

The Gallagher Amendment froze the ratio of the total value of Non-Residential and Residential property to 1982 levels, so that Residential property in Colorado would always constitute approximately 45% of the total property valuation. Gallagher was the culmination of a property tax revolt that began in Colorado in the late 1970's as a result of Colorado's robust population growth.

Colorado's population growth in the late '70s caused significant growth in residential market values. Increasing market values resulted in increasing residential property tax bills. There was no statewide oversight to ensure that each county assessed property values in a consistent manner. Some counties chose not to reassess the value of some classes of property (i.e. Residential) in order not to increase the tax burden for those property owners, and some counties chose not to reassess any of their property during some scheduled reassessment cycles.

Gallagher is forcing down the assessment rate of houses and this erosion of the Residential property tax base is jeopardizing local funding for essential community services like libraries, schools and fire protection.

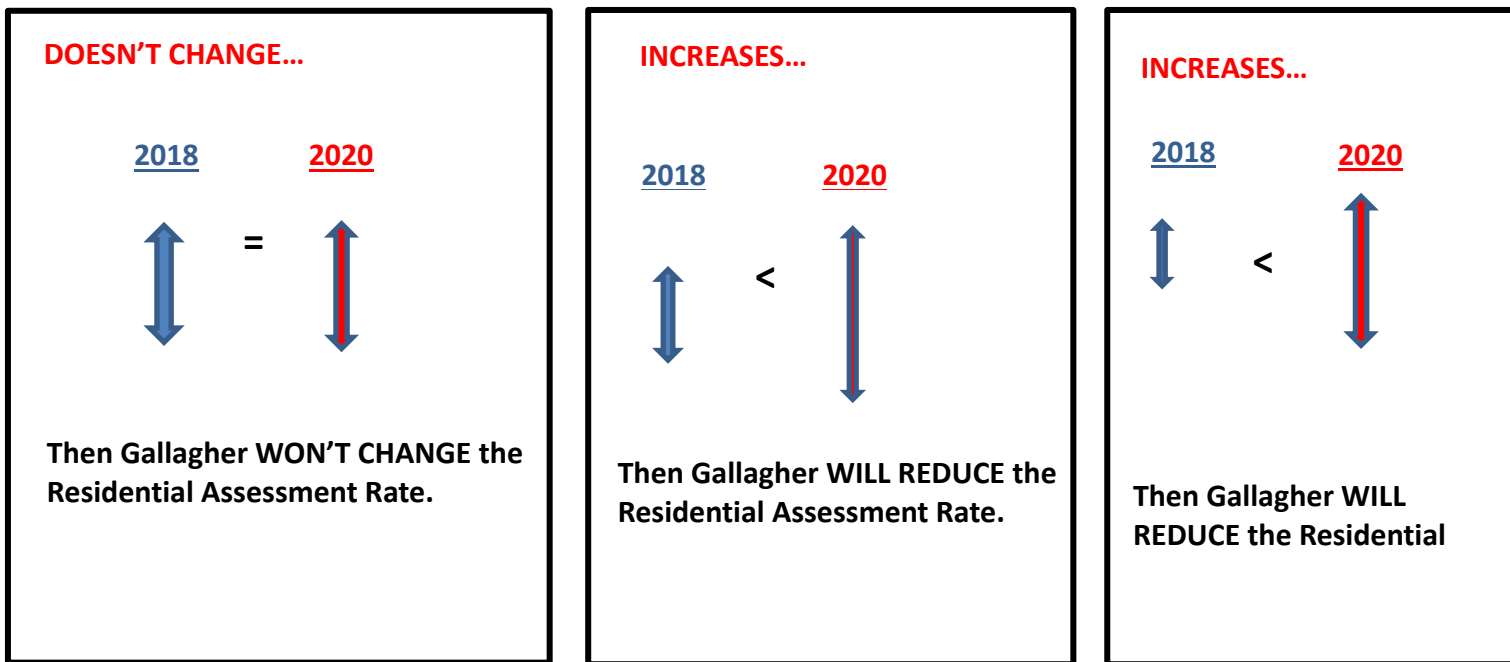
Residential property currently makes up about 80% of total property values in Colorado. However, Gallagher limits residential property value to represent only 45% of total property value. If Gallagher requires that the total value of all residential property must stay at 45%, and residential property values are growing faster than non-residential values, then the only way to maintain the 45% ratio is to lower the assessment rate for residential property.

To determine how the Gallagher Amendment might affect long-term planning at JCPL in 2021 we look at how Gallagher might impact the next residential property tax assessment rate calculation in 2021.

Factors to Consider:

1. Change in total market value of residential property
2. Change in total market value of non-residential property

If the market value of Residential property relative to Non-residential property....



The residential assessment rate will either remain the same (doesn't change) or decrease (residential increases and/or non-residential decreases).

How will the market value of residential property change relative to the market value of non-residential property in the current 2-year "reassessment" process?

The 2021 residential assessment rate (RAR) will be based on the value of residential property during the 2-year period from July 2018 thru June 2020.

The current recession which began in March/April likely won't impact residential values because, though home sales have slowed, values haven't yet declined.

Therefore, we can expect the 2021 "Residential" valuation to reflect its historically high trend through June 2020.

The 2021 RAR will be based on the value of non-residential property during two different timeframes, which will be affected differently by the current recession.

Commercial Buildings

- Makes up 55% of "NON-Residential" property value.
- Will be valued on the same 2-year timeframe as Residential property.

Other non-residential property

- Makes up 45% of "NON-Residential" property value.

- Will be valued on the 12-MONTH period of 2020.
- “Oil & Gas” constitutes almost 40% of OTHER NON-Residential property value.
- The 2021 RAR will be based on the value of COMMERCIAL BUILDINGS during the 2-year period from July 2018 thru June 2020.

Because commercial office space is largely valued by rental rates, and since 20% of the commercial space in downtown Denver is rented to oil and gas companies, the unprecedented crash in oil prices in January (which will represent 6 months of the 24-month appraisal window) will adversely impact those commercial values. Additionally, the first four months of the recession will impact all commercial property.

Therefore, we may expect commercial buildings (which make up 55% of “non-residential” value) to reduce the value of non-residential property by 4-6%. The 2021 RAR will be based on the value of other non-residential property for the 12 months of 2020.

The current recession (which will occur for 75% of the 12-month period and will likely get worse through the remainder of 2020) will adversely impact the value of “other non-residential” property. Additionally, since 40% of the value of “other non-residential” values is made up of oil and gas production, the oil crash (which will affect the entire 2020 valuation period) will likely also have a significant adverse impact on these property values. Given the impact of both the oil crash (for the entire 12-month valuation period) and the current recession (for 75% of the 12-month period), we may expect “other non-residential” property to reduce the value of non-residential property by an additional 4-6%, for a total drop in “non-residential property value of perhaps 10%.

The resulting increase in the value of residential property relative to the value of non-residential property will prompt the Gallagher Amendment to force an equivalent reduction in the residential assessment rate in order to ensure that residential property doesn’t constitute more than about 45% of total statewide property value.

How much will Gallagher force the Residential Assessment Rate to go down in 2021?

(All values below shown in Millions of dollars)

Year	Non-Residential		Residential		
	ACTUAL Value (market)	ASSESSED Value (32%)	ACTUAL Value (market)	ASSESSED Value (Gallagher formula)	Assessment Rate required by Gallagher
2019	224,856	73,086	873,923	62,486	7.15%

2020	200,000 (est)	64,000	900,000 (est)	52,364	5.82%
				(45% of total statewide property value)	(19% reduction in the RAR)

Because the value of residential property will increase in 2020 relative to the value of non-residential property, Gallagher will force the Residential Assessment Rate to be reduced in order to maintain the constitutional requirement that residential property only constitutes about 45% of total statewide property value.

How will Gallagher impact the next residential property tax assessment rate calculation in 2021 and how does a potential 19% drop in the Residential Assessment Rate affect you? It depends on what county you live in, and how much your county's tax base relies on Residential properties (rather than NON-residential properties) to pay for local services.

A potential 19% drop in the RAR would affect different counties in different ways...

COUNTY	% of Total Property Tax Base made up of Residential Property	Impact of 19% drop in Residential Assessment Rate on Total County Budget
Adams	45%	9%
Bent	8%	2%
Chaffee	52%	10%
Elbert	68%	13%
Jefferson	60%	11%
La Plata	35%	7%
Mesa	45%	9%
Weld	16%	3%

This reduction in the Residential Assessment Rate is effectively a permanent cut because Tabor requires a statewide vote to ever raise the RAR, which will likely never happen.

Local governments will be faced with 3 options:

1. Permanently reduce services accordingly to balance their budget.
2. Request local voters to raise the local mill levy enough to offset the reduction in the RAR. (While this would effectively be cost-neutral for homeowners, it would be a real tax increase for all other property owners, resulting in shifting more of the property tax burden to business owners.)
3. Hope that residential property values in their county rise faster than the continued reduction in the Assessment Rate by which each property is taxed.

Every time we vote to raise our local mill levy to offset Gallagher's erosion of the Residential Assessment Rate, we increasingly shift the tax burden to the Business community. This shift to business property owners occurs automatically for any taxing jurisdictions which have tried to counter Gallagher's erosion of the RAR by allowing their local mill levy to "float" upward as it was allowed to do before the adoption of Tabor.

Gallagher Amendment Conclusion

The Gallagher Amendment will continue to erode the Residential tax rate and corresponding tax base which funds local public services. Rural communities and residential metro communities will suffer the most loss of local revenues.

Any efforts to raise local mill levies to offset Gallagher's erosion of the RAR will continue to shift the tax burden from homeowners to the business community.

Because Gallagher is embedded into our state constitution, only the voters can change this policy if they want to. The legislature is likely to refer a ballot measure this fall to repeal Gallagher.

In response to questions, the Board was advised that:

- The State property tax administration does their work in June in even numbered years and will report to the legislature what they recommend for Gallagher.
- Even if you have a fixed or dedicated mil, you will still be impacted because your revenue is the mil times the assessed value and that assessment rate is going down.
- Even if you have "de-bruced" it will still not be okay. You don't have a revenue limit and don't have to refund, but that doesn't affect Gallagher.
- The reason for JCPL concern now, and why no one cared until now, is that flat line 2003-2016 which was the oil and gas boom in Colorado. During that time non-residential values rose faster and that's where you see that flat line for 12 years. Then it took a tick down in 2016 which was fairly significant. Every tick

down is proportionally significant. Now, a 19% drop is huge proportionately. 60% of Jefferson County's total property tax base is made up of residential property.

- Raising the mil levy will mitigate the problem but shift that burden onto the business community. Raising the mil levy affects the business community.
- For every \$1 homeowner's pay, businesses will pay \$5 next year. This isn't tax base, it is how much more the business community will pay relative to homeowners. This isn't assessed valuation it is the relative amount of taxes that businesses pay.

The Board expressed appreciation for the informative and thorough presentation. Reeves Brown expressed appreciation to Donna Walker, Rex Whisman and Kelci Rude for their assistance and to the Board for their service to the public in this tough time.

Long Term Planning Scenarios

The Chair introduced the topic and expressed appreciation to the Executive Director and Barbara Long for their work on long term planning scenarios. They put a lot of effort into providing answers to the Board's questions. Next week there will be an action for the Board and the information tonight is a precursor to that conversation at the Board meeting next week.

The Executive Director addressed the Board with an acknowledgement of Rex Whisman, and his directorship of the strategy and engagement division which includes finance. Rex has been a great support in the library's work on long term planning. Thank you to the trustees for the robust conversation at the May Board meeting about long term planning scenarios. At that time, there was a 4-2 consensus of trustees requesting the library to use a more optimistic, 5% decline in revenue scenario in our long term financial planning. Your packet includes information with those optimistic scenarios. If desired, the library will also walk through those scenarios with the trustees this evening. Barbara will focus our attention on scenarios based on the information we have from the County and the Colorado Department of Local Affairs about the effects of Gallagher on Library revenues and the impact on Library operating expenses, fund balance, and capital project timing. In addition, we will show another option that has emerged since last week which reflects my recommendation for moving forward.

Barbara Long, Assistant Director of Budget and Finance, addressed the Board. Tonight the Board will look at scenarios to show the impact of Gallagher and preparing the Library budget based on having Gallagher in effect as best practice is to budget for the

current state and JCPL's policy is to follow county projections and share the same revenue assumptions.

The following slides show the impact on revenue, operating expense and fund balance assuming that Gallagher is not repealed. The effects of a quicker recovery and a slower recovery are displayed, showing a range of possibilities. It's difficult to land on a single prediction – but showing a range we can be confident we have covered the possibilities we'll face.

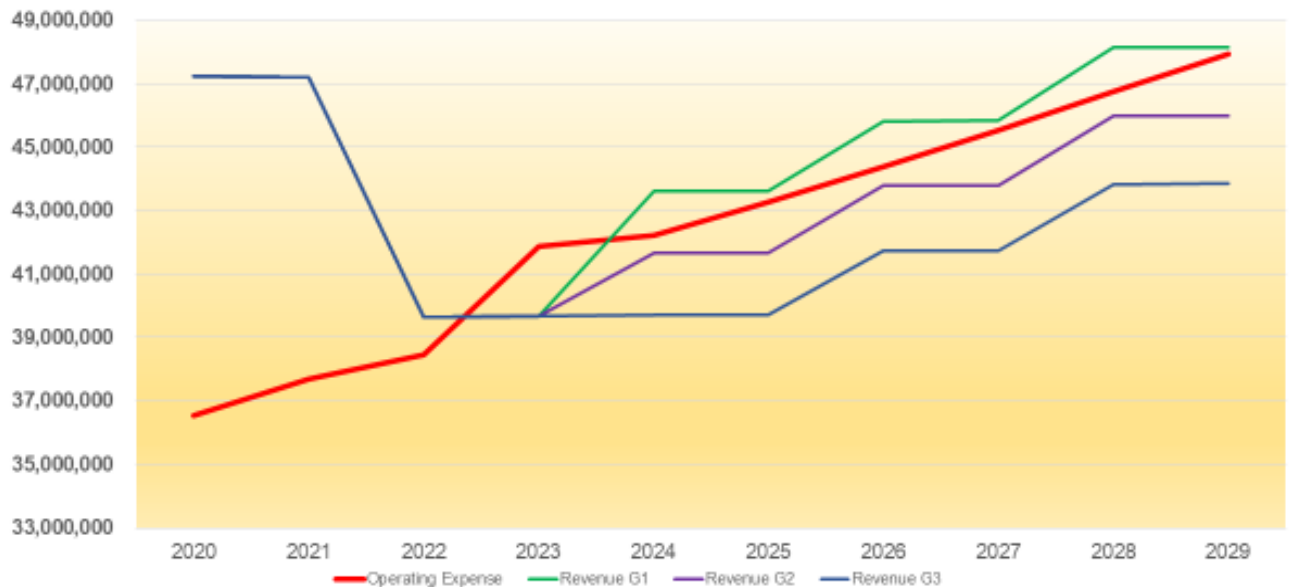
Assumptions:

- South County starts in 2021
- The South County Library opens in 2023
- Other capital projects follow as the master facility plan describes: Evergreen Renovation, Standley Lake Expansion and Golden Expansion
- Capital development slows
- Also, assume that everyone pays their property tax in 2020 & 2021; some approved positions are filled; collection budget decreased by \$500K in 2020

Gallagher Impact: Revenue vs. Operating Expense

1. Gallagher is not repealed:
 - a. G1: 15% decrease in 2022; 10% increase in 2024; 5% increase thereafter
 - b. G2: 15% decrease in 2022; 5% increase thereafter
 - c. G3: 15% decrease in 2022; 0% change in 2024; 5% increase thereafter

Gallagher Impact: Revenue vs. Operating Expense



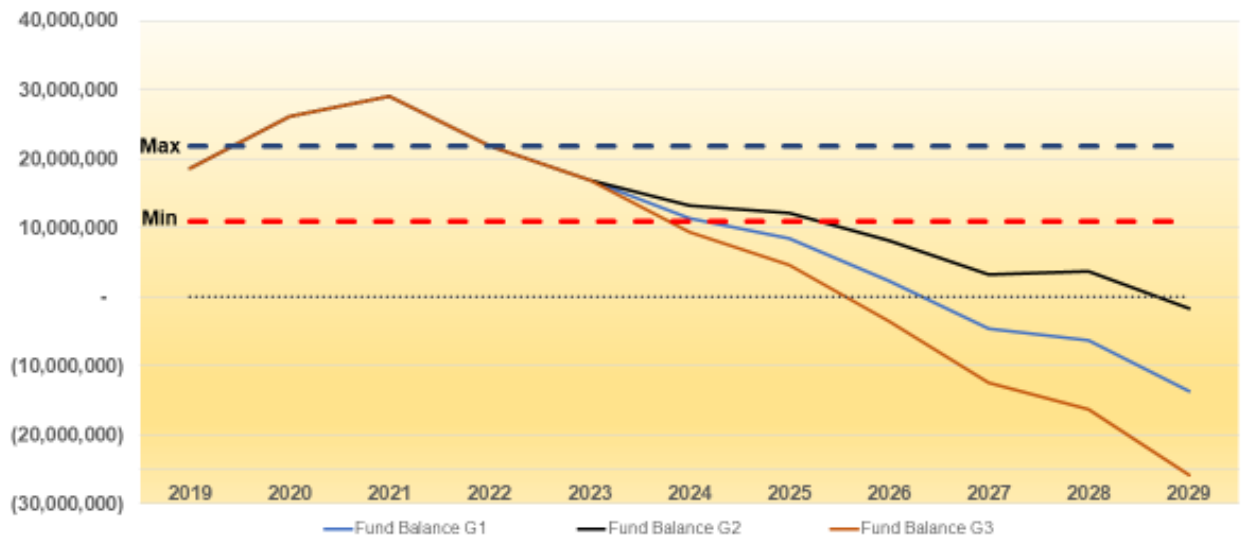
This first chart shows revenues versus operating expenses. The red line is operating expense. South County opens in 2023 which accounts for the jump and includes the opening day collection. Then operating expenses are flat but continue to increase over time reflecting inflation and rising costs. Operating expense is above two of the three revenue lines.

The different revenue assumptions impact the amount of revenue available to cover operating expenses. Starting in 2020 to 2021 – no assessment flat revenue. The drop is driven by the assessment rate in 2022 – a 15% drop. -That value lasts for two years until 2024 which is the next assessment opportunity. We start to see the different assumptions, the green line is a quick recovery, 15% decrease in 2022; 10% increase in 2024; 5% increase thereafter. The purple line is a 15% decrease in 2022; 5% increase thereafter. The blue line is a 15% decrease in 2022; 0% change in 2024; 5% increase thereafter.

The blue line reflects a “not that quick recovery” and that there is another flat period. The next assessment period – grows by 5% in each revenue scenario that is why we see that stair step – reflects assessment and shows the impact of opening another library and those operating expenses. It’s going to take a while under these assumptions for

revenue to get back – that projection of a drop is significant enough that it could take a while to get back to where we are now and if recovery is slower it will take even longer.

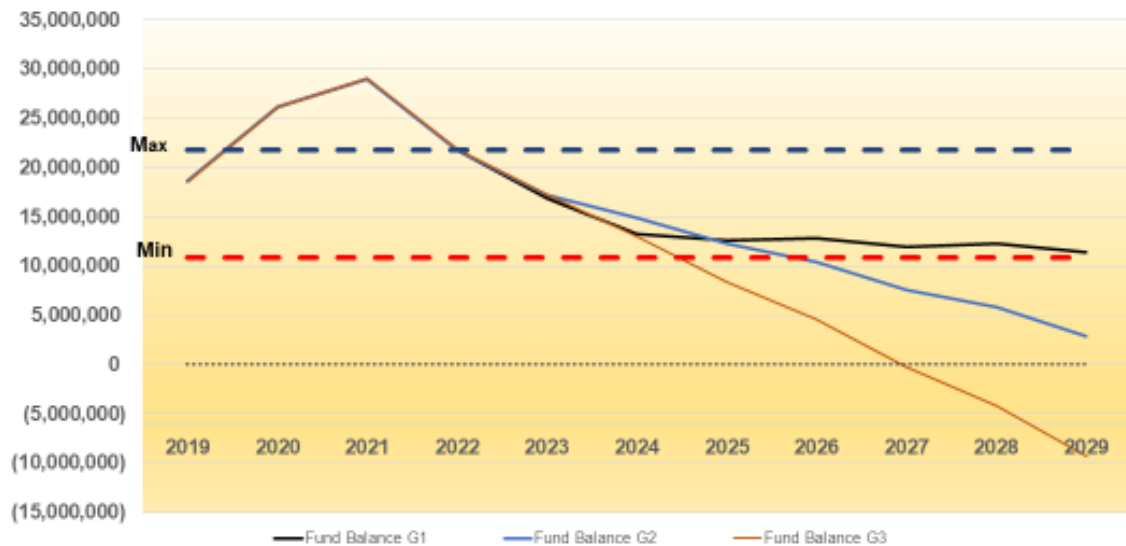
Gallagher Impact: Fund Balance Over Time



On the fund balance slide the red line shows the minimum and the blue line shows the maximum. The dotted line is zero. The slide shows what happens to the fund balance and includes those three revenue assumptions reflecting a quicker, medium or slower recovery. Fund balance grows – high revenue – and spending down as we move forward. When South County opens you can see the fund balance going down relatively quickly and below zero over time – even in the quicker recovery

Gallagher Impact: Fund Balance Over Time

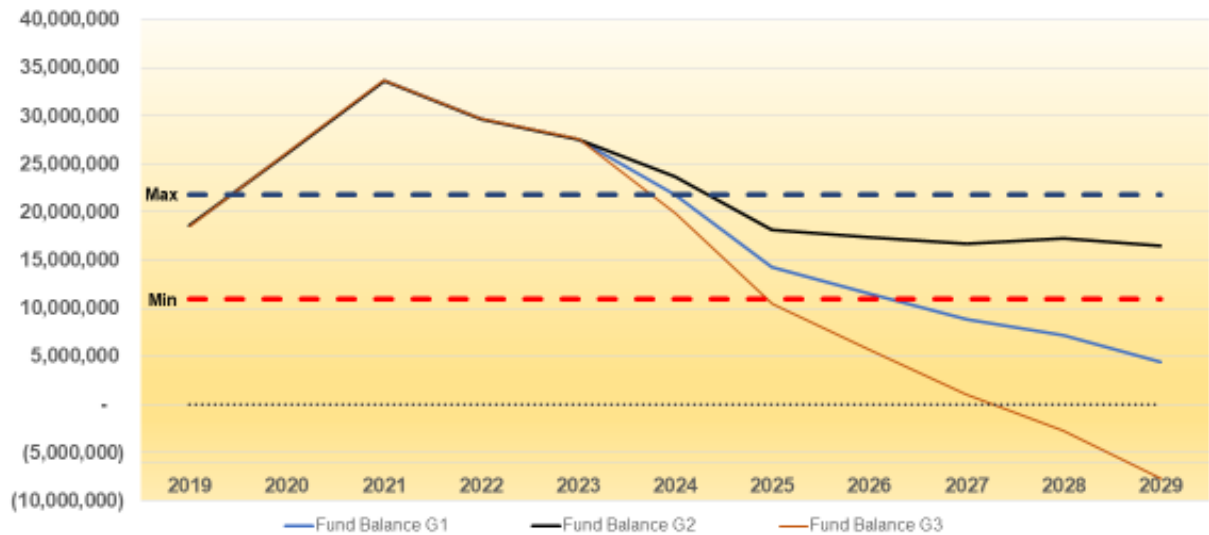
South County First, No Other Capital Projects



What if we keep the same assumptions around operating, we do South County first and hold off on all large capital projects – still keeping funding for repairs, maintenance and alternative services. There is a possibility under the quicker recovery to maintain the minimum fund balance but it also could drop below. There is no flexibility to reduce by adjusting capital projects because they are already gone.

Gallagher Impact: Fund Balance Over Time

Evergreen First, South County Next



In this chart, we have the Evergreen project first in 2021 and South County beginning in 2024. Here we have a longer period of time when the library can save money for future capital projects. The black line reflects a faster recovery, however, the moderate and slow recovery indicates we are still not in a good place. Here, however, there is information about 2022 and the assessment year of 2024 which would represent the beginning year for South County and a little bit of flexibility to react.

Budgeting for Gallagher Impact



	South County Opening (Year)	Fund Balance			Notes
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min.	Below Min.	Below Zero	Limited flexibility if recovery is slow
Evergreen Renovation first, then South County	2026	Above Min.	Below Min.	Below Zero	Preserves some flexibility

South County first and continue capital projects – but there is limited flexibility if the recovery is slower because we have already opened a new library.

South County first with no other capital projects – 2022 is an information point – limited flexibility.

Evergreen renovation first, then South County – preserves some flexibility with decision points to adjust planning.

Barbara Long thanked the Board and turned the discussion over to the Executive Director to share her recommendation.

The Executive Director addressed the Board and noted that there will be lots of time for questions about the information that was presented.

How can we keep our promises made to the community as part of the mill levy increase effort? We promised to improve the collection and the quality of materials, which we have done. We promised to improve our technology, which we have done and we continue to invest in technology. We promised to maintain community assets, which we are doing and the Belmar Library is an example. And we promised to expand services into under-served areas. South County was our next promise to keep. Our plans were

based on continued revenue growth while also maintaining an adequate fund balance to help us ride out a potential recession. Those plans we've had since November 2015.

And then COVID hit and we went from growth to decline based on new realities. Even pushing South County out doesn't create that flexibility or maneuverability and sets us up to not keep our sustainability promise. The Gallagher impact changes the trajectory of our revenue forecast from growth to decline. Based on these new realities, it's time to reframe our thinking about services in South County. We can look at this change in our financial forecast as an opportunity to engage with the South County Community to see what services we can build for them until we can afford to build them the space we had envisioned as part of our Facility Master Plan. It could be a small leased space, it could be more vending, it could be other kinds of services; let's ask them - we can create something that will not only provide more services until we can see what the revenue picture starts to show. We might also create something brand new that none of us would have imagined before COVID. Framing our engagement in a positive light with a positive intent not only gives us opportunity to keep our focus on services to this under-served community, it allows us to keep our promises to maintain current assets and gives us room to maneuver as the financial picture changes with each assessment year.

Specifically, I am recommending that the library begin its community engagement in South County in September of 2020. I'm recommending we budget in 2021 for some alternative services in South County to implement in 2021 and 2022. And we still have \$400,000 in 2020 to do other alternative services in northwest Arvada and Conifer. I'm recommending that we start planning the Evergreen Renovation in 2022 instead of 2021. This plan gives us maneuverability to respond better to changes in revenues; taking this approach gives us time to see the true impact of Gallagher and COVID and keeps us moving forward. It excites me and excites our team. We can't afford this big building right now - it will do all the things in those charts. But we can do really exciting things in South County.

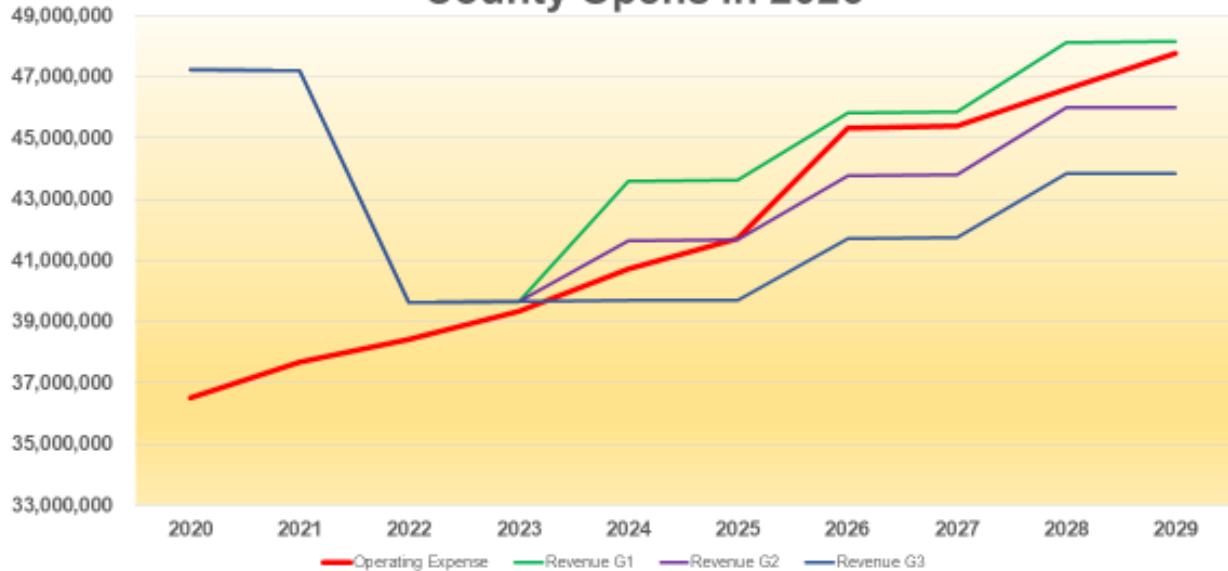
In this table, the Operating Expense picture is slightly better. What makes this a better plan is that we have 2 decision points along the way. We'll discover how sharp the decline really is next year. It gives us more maneuverability and we still have \$400k in 2020 to do other alternative services. It has us banking fund balance for future capital development - none of these scenarios work if we don't save our fund balance for future capital projects

Budgeting for Gallagher Impact



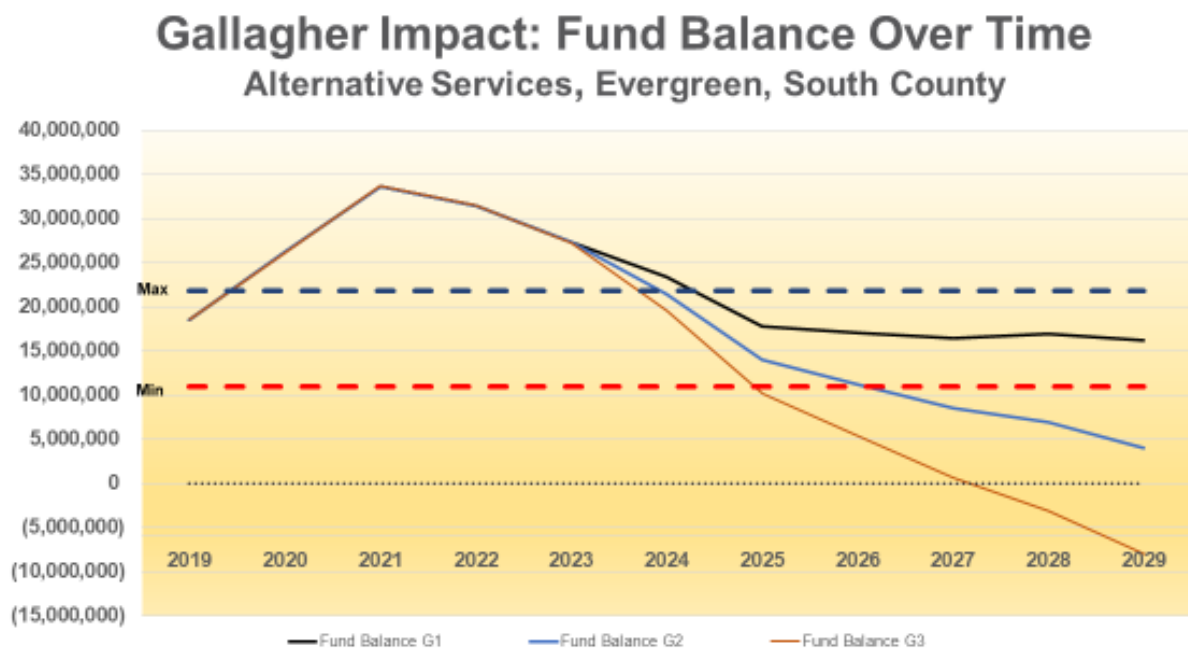
	South County Opening (Year)	Fund Balance			Notes
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min.	Below Min.	Below Zero	Limited flexibility if recovery is slow
Evergreen Renovation first, then South County	2026	Above Min.	Below Min.	Below Zero	Preserves some flexibility
Alternative Services, Evergreen Renovation, then South County	2026	Above Min.	Below Min.	Below Zero	Enhances flexibility

Gallagher Impact: Revenue vs. Operating Expense, South County Opens in 2026



Barbara Long noted that looking at the revenue versus operating expenses in this chart mirrors the scenario described by the Executive Director. 2021 has the investment in alternative services, then Evergreen Library planning and development in 2022. South County starts in 2024 and opens in 2026. Because South County opens later we have a longer period of time where revenue is sufficient to cover operating expenses. When South County opens we are potentially back in a situation where, depending on the speed of recovery, revenue may or may not cover expenses. There are two big information points. Next year we will have a really good idea whether that drop is less or more, and that will dramatically influence the ongoing picture. Then in 2023, we're going to know what type of recovery we are looking at, a 10% increase or a 5% increase, or are we looking at a flat line.

In the next chart, we can see what the fund balance looks like in this situation. A longer period of time where the library can save money and spend later – again there is some risk in the out years – but with those two periods of additional information to refine plans and change course as needed.



In developing the 5-year capital plan – we have decision points that come later – we can revisit the timing once we know more. This also provides for banking the fund balance for future capital development. None of the scenarios work if we don't have the fund balance.

Trustee Lomba stated that she likes the idea of compromise relative to South County and asked if we are going to give the public choices for South County or will it be totally free form that they can come up with all kinds of ideas. The Executive Director responded that we would make clear what we can and cannot afford and have the Board assist with framing that communication. There will be a shift from what we had originally planned and we don't want to set expectations that we can't meet.

Trustee Fellman stated that she really liked the comment about adapting as things change and the idea of compromise. It is critical that we remember the promises we made and to adapt them to what we can afford. That is exactly what people are doing right now, you know what you can afford and make the challenges into opportunities.

Trustee Johnson stated that she really likes the new idea and the suggestion provides the flexibility she was searching for. Even in the best of situations it will take a while to build in South County and this recommendation has the potential to give patrons something sooner. Trustee Johnson inquired if the projections include a 15% revenue drop. Barbara Long responded that the projection includes a 15% drop in revenue in 2022.

Trustee Johnson noted that her own sense is that the recovery is going to struggle for our revenue stream a lot. At the same time, assuming that Gallagher remains and at the same time non-residential has to take on a higher tax burden it is a double whammy for them. It is important for us to continue to be conservative on the recovery. She stated that she also wants to make sure that the funding in the ARMs stays in the capital plan so we don't end up where we were before. Also, it shows that South County is not sustainable, but this recommendation does allow us to pivot quickly if the recovery is better or the drop in revenues is not as steep. Barbara Long responded that the library will be budgeting for the ARMs every year and looking at the longer term capital plan every year. There are opportunities to reassess.

Trustee Zarate-Bohorquez expressed appreciation to the Executive Director for helping to clarify the situation for the Board. South County was essential, but everything changed and the pandemic is affecting everyone. That community is essential and we can let them know that we wanted to do the best for them, but this is a time for the

library, and everyone, every family, business, organization, to reduce expenses. In thinking about the future, community engagement is fantastic. What I've been hearing from authorities is that a second round of Covid could happen around October/November. Trustee Zarate-Bohorquez inquired about how we would do community engagement if everything is shutting down. The Executive Director responded that the library has learned a lot about engaging the community on line. The library also recognizes that it leaves out a part of our population. The Library will need to get creative and there is time for planning if we are thinking about a fall start to engage the community. We will have to see if a second Covid wave materializes and what kind of restrictions may happen, however, we can get a lot of engagement online as a starting point.

Trustee Anderson expressed appreciation for the long range planning presentation and the Gallagher refresher. She noted that it is a different world now. During a previous initiative to amend Gallagher that line was flat it did not pass in the legislature and there was not a lot of campaigning. Having a conservative approach is the right path. We know that it impacts each county differently based on the proportion of residential and commercial oil and gas. Predicting that RAR going to 5.8 – it is more of an 11% hit for Jefferson County. She inquired if that 15% is based statewide or is it Jefferson County. Barbara Long responded that the 15% is based on information from the State Division of Property Tax for Jefferson County – it showed 12% based on 2020 values. Using 15% is an estimate to include lower future values as well as the decrease in RAR.

Trustee Anderson inquired about the options and money in the budget for alternative services this year. She asked if that money is for focusing on South County and northwest Arvada and if there was any way to accelerate that so we can see what the library is talking about and piloting what they might be getting in order to help facilitate feedback. The Executive Director responded that pilots are a good idea and that she and Julianne Rist are having conversations about that. The Library does have vending machines going into South County with everything ready when that recreation center facility opens. Some of the other things we need to think more about is what the community may want in terms of space, lease space or study rooms or maybe the need to access computers. One example is the lease space during the Columbine renovation. That small lease space was flooded with people. There are also the holds lockers that we could demonstrate for that community or show videos.

Trustee Bodnar inquired about what the current fund balance would be at the end of 2020 since we're not going to do any of those projects. Barbara Long responded that starting at the end of 2019 at \$18 million – projected for 2020 would have us not doing

Golden or South County – that would go to \$25 million by the end of the year. This is just fund balance, not reserve and could be an opportunity for the Board to have a conversation. How much of the total do we want to reserve if the library needs to save money for future capital needs.

Trustee Bodnar inquired about the two balances. Barbara Long responded that yes there is a fund balance and a reserve balance. Usually each year we determine what we are carrying over - we have to set aside to cover that. In this unique situation in order to afford the things laid out – the board could choose to commit more funds to future capital projects.

Trustee Bodnar asked if the Board would have to maintain funds above the maximum fund balance. Barbara Long responded that the Board held a conversation and changed the fund balance policy to a reserve policy. The amount of reserve funds depends on the Board's choice about how much to commit to capital projects at the end of the year.

Trustee Bodnar asked if there is \$8 million in reserve, Golden and South County, you would have a truer picture and that money should be taken out of reserve and put into the fund balance. Barbara Long responded that the chart shows all the money.

Trustee Bodnar stated that the table shows the fund balance is at \$38 million with more revenue to come and half a year of expenses – you showed it at \$20 and the table shows \$38. Barbara Long responded that the tables show the fund balance in the middle of the year and we're measuring fund balance in the chart at the end of the year, Most of the revenue is received in February and June and the fund balance is spent down as we get into September, October and November.

Trustee Bodnar asked about the Evergreen project becoming a priority and that the library said it is overdue. He asked if the Board can tour Evergreen and see what's necessary there. He noted that he is all for alternative services but it would be helpful to have an idea of what staff is recommending at Evergreen and why that is better than looking at South County. The Executive Director responded that one of the reasons to start planning Evergreen is because that project was scheduled for 2012. Then the recession hit and those plans were set aside. It is now eight years later and we still haven't addressed the Evergreen Library. Evergreen is not like Belmar – not falling apart in terms of infrastructure – but it is way overdue. It has been 20 years since anything was done. In terms of starting Evergreen, we would show the Board what that project would look like and the Board would have a decision point. If things get worse next year we would not move forward with Evergreen at \$4 million.

The Chair stated that looking at the fund balance and the recovery scenarios it is pretty grim and below zero in every scenario. The first scenario has the fund balance below zero. It certainly limits where our focus is – but still even in the below minimum categories – could the library talk about what we would be doing at that point. If operating expenses are exceeding revenue what kind of actions would we have to take. Barbara Long responded that the compelling reason for the Executive Director's recommendation is that we would have more decision points and more information before the library is locked into a certain course, Before every capital project we will have information on how steep that revenue drop is and if it's too low then we have the opportunity to say maybe we don't plan large capital projects. On the other hand, if it's not below 10%- we move forward on real information rather than projections. Then, in 2024 – with South County starting with an acquisition, we will know what recovery we're looking at while we are developing that budget. That is the compelling reason behind the Executive Director's recommendation. We do have the opportunity to change direction and adapt. If we've constructed a large facility and added \$1.5 million in operating expenses the only actions that could be taken are deferring maintenance, reducing services, staffing and hours. There's not much flexibility to do other things.

The Chair noted that response answered his questions. He inquired if, with the Executive Director's recommendation, we would have the ability to reduce capital expenditures moving forward if needed. Barbara Long responded that was correct.

The Executive Director referred to the following charts with decision points.

2020 Important Dates



July: Presentation of 2021 Recommended Budget and 5-year Capital Plan

August: Approval of 2021 Budget and 5-Year Capital Plan

September 4: Deadline to refer repeal of Gallagher to ballot

October: Develop & present alternative 2021 budget to implement if Gallagher is repealed

November 3: Election Day



2021 and Future Years, Important Dates



April: DOLA projection of property values for the next budget year

April or May: Review of long term financial plan

June: Approval of Budget and 5-Year Capital Plan

August 30: Report of preliminary assessed value for the next budget year



The Executive Director noted that these dates are opportunities for the Board and the Library in terms of information and decision points to help inform our future planning.

The Chair noted that his observation is that we are fortunate to have a healthy fund balance and on the less fortunate side, how impacted Jefferson County is and how much more significantly than other counties given the commercial/residential makeup. There is good reason to be cautious and he expressed appreciation for the recommended approach. He noted that he is excited along with library staff and being proactive in continuing to figure out how we can serve South County and how to do that within the constraints we have financially. How we can continue to improve services is a really exciting and positive direction.

Trustee Bodnar inquired about the action next week for the Board. The Executive Director responded that we will not have the 5-year capital plan next week and will bring that to the Board in July with the 2021 budget. The action next week is for the direction the library will take for 2021 budgeting. Specifically, if the Board wants to take action to say go ahead with this direction and waiting until next week is a decision for the Board.

The Chair introduced taking a quick consensus to wait until next week for an action item to give staff the direction to move forward.

In response to a request from Trustee Bodnar to state that recommendation, the following slide was displayed.

Recommendation



- Include funding for alternative services in the 2021 budget to enable a more immediate focus on bringing services to South County and other areas.
- Develop the five year capital plan to reflect starting the Evergreen renovation in 2022 and the new South County Library in 2024.
- Revisit the timing of large capital projects during 2022 budget development with the benefit of more accurate information on 2022 revenue.

The following responses were indicated in response to the Chair's request for consensus:

Trustee Anderson: In favor.

Trustee Bodnar: Still think South County takes precedence – pause capital projects but not move anything in for South County – feel money is still there – once numbers shake out – not in favor of this recommendation.

The Chair noted that the consensus is to determine whether or not to wait until next week to provide direction.

Trustee Bodnar: Yes.

Trustee Johnson: Yes

Trustee Lomba: Yes

Trustee Fellman: Yes

Trustee Zarate-Bohorquez: Yes

Trustee Naumer: Yes

Review Extension to Agreement with City of Lakewood Locker System

There were no questions or comments about the extension to the agreement with the City of Lakewood. The Board was advised that this item will be on the consent agenda for the June Board meeting.

Review Baker & Taylor Contract Renewal

There were no questions or comments about the contract renewal with Baker & Taylor. The Board was advised that this item will be on the consent agenda for the June Board meeting.

Financial Review (April)

The Board was advised that the May financial tables will include the adjustment to show unspent funds in the projection for the capital projects that will not move forward.

ADJOURNMENT

The Study Session was adjourned at 7:21 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 18, 2020**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on June 18, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez

Trustees not present: John Bodnar.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Sandie Coutts, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; Amber Oeltjenbruns, Employee Relations Manager; Brad Green, IT Security and Systems Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. No public comments were received.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for June 18, 2020

1. Approve the minutes of the May 14, 2020 Study Session
2. Approve the minutes of the May 21, 2020 Board Meeting
3. Baker & Taylor Contract Renewal Authorization
 - Authorize the Executive Director to sign the second renewal of the Baker & Taylor contract within the approved 2020 budget.
4. 2021 Governance Budget 4.8.2
 - Trustees adopt the proposed 2021 Governance Budget
5. 2021 Board Meeting Schedule
 - Trustees approve the 2021 Board Meeting Schedule.
6. City of Lakewood Agreement Extension
 - Authorize the Executive Director to sign the extension of the Intergovernmental Agreement with the City of Lakewood to place the alternative delivery systems within the City of Lakewood property through December 31, 2020.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is planning on reopening for book donations on July 1, and will follow all safety measures. There are lots of pending grants and a proposal for \$15,000 in special funds related to Covid was submitted. The Gates Family Foundation is reviewing a \$110,000 proposal for Belmar's Outdoor Adventure Space. The Foundation is hoping for an answer in September. The Finance Committee will vote next week on whether or not to pursue the loan opportunity related to the Economic Injury Disaster Loan (EIDL) program. The Foundation is eligible for a \$150,000, 30-year term loan.

Kim Johnson expressed appreciation to the Foundation for their continued efforts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director addressed the Board and noted that the Library is moving forward with the strategic plan. Julianne Rist will be presenting information on the many aspects of the Library's return to service. The Library submitted the special Cares Act Institute of Museum and Library Service (IMLS) grant for \$134,000. The grant focuses on the digital divide and staff did a great job putting the grant application together. Summer reading is

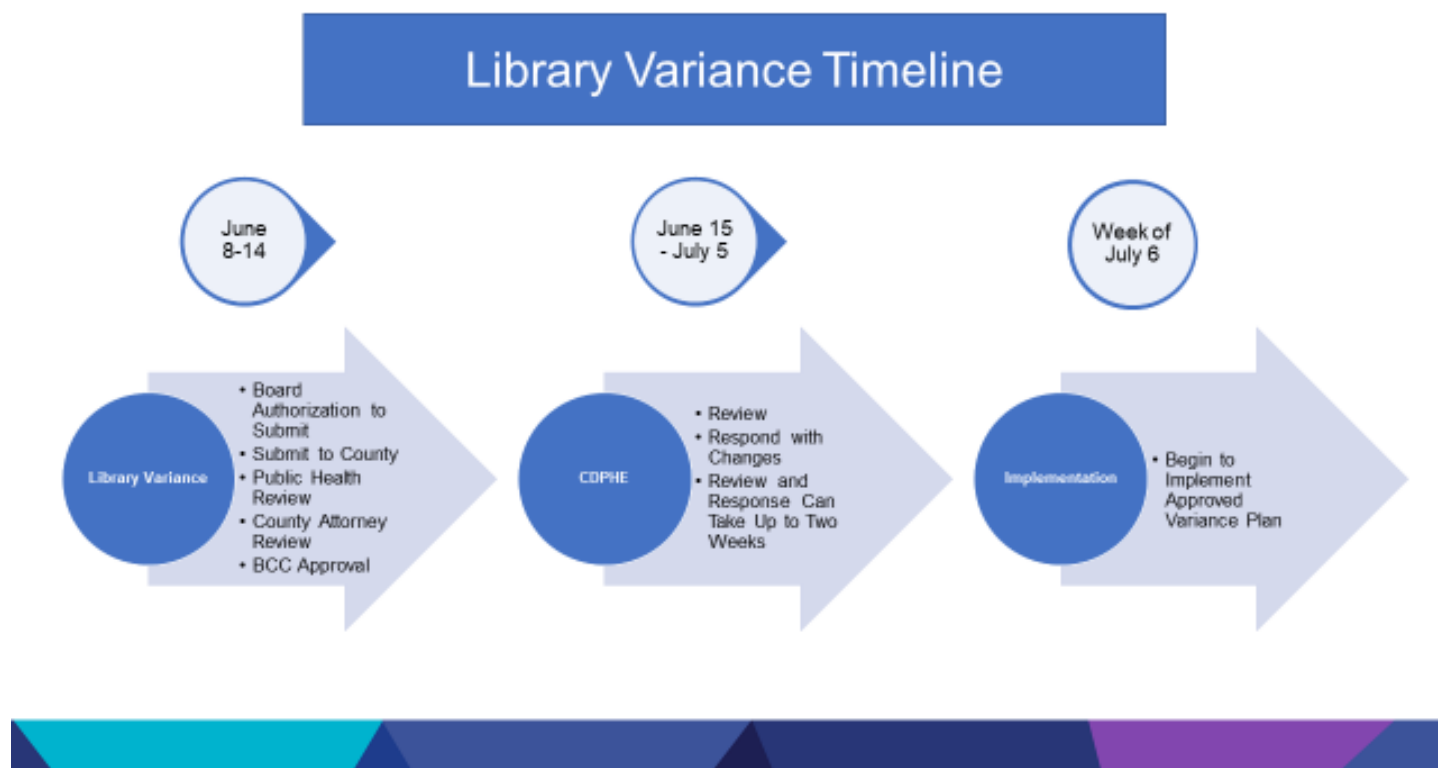
well underway and the Board was encouraged to sign up and explore all the different fun activities. The Executive Director asked the Board for their interest in the Library developing a plan for the Trustees to tour the Belmar Library. The Library is considering some small group tours, and a virtual tour for anyone not able to participate in a physical tour. The tours would be scheduled after hours to comply with social distancing requirements. The Board indicated interest and the Executive Director advised the Board that she will work on scheduling the tours and send invitations to the Board.

In response to questions, the Board was advised that:

- Information on the feedback on curbside services will be addressed during the presentation on the Library's return to service.
- The IMLS grant is specific to Covid-19. The focus is around funding services the Library is providing in response to Covid-19. For example, people who can't access remote services due to the digital divide. The Library's submission included alternative services like holds lockers for people without access to online services.

Library Variance

The Executive Director addressed the Board and displayed the timeline for the variance process.



The Library submitted the variance after approval by the Library Board at the June Study Session. After review by County Public Health, the County Attorney and approval by the Board of County Commissioners, which should happen tomorrow, the variance will be submitted to the Colorado Department of Public Health and Environment. They will review the Library's variance and respond. That process can take two weeks although it is sometimes faster. Once the Library receives that response we will adjust our plan if there have been any changes. The Library will keep the Board informed.

Strategy and Engagement - Finance and Budget Department

Long-term Planning Scenarios

The Chair introduced the topic and expressed appreciation to the Board for their participation in the conversation around the scenarios at the Study Session. It was an important discussion toward prioritizing projects and considering the different scenarios and uncertainty of the fiscal environment.

The Executive Director addressed the Board and noted the request from some Trustees to provide information on adjustments to operating expenses, especially salaries and benefits. She noted that the Library wants to make sure we are providing clarity around that and addressing any questions and concerns. In 2020 the Library will backfill vacant positions that have been deemed critical for essential functions or services and will continue efforts to recruit and retain staff for the work that is ahead in 2020. The assumptions in long term planning include a considerably slower pace of FTE expansion. In the capital plan there are lots of decision points along the way to make sure the plan is affordable for the future and that the staffing plan doesn't impact the Library's ability to implement the long term capital plan. Next month, the Library will present the 2021 budget and long term capital plan to the Board. Trustees will see a more complete view of those expenses in relation to long term planning. The Executive Director inquired if this information provided clarity.

Trustee Pam Anderson expressed appreciation for the thoughtful approach and noted that it does provide the context she was looking for and that it helps inform her thinking around the long term capital plan.

2021 Budget Development Direction

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and provided an overview of what the Board reviewed last week at the Study Session. On Table 2, there is a summary of the impact on fund balance of the difference scenarios. The Executive Director's recommendation for capital projects is listed as the fourth item in the chart below.

	S. County Opening	Fund Balance			Result
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min	Below Min	Below Zero	Limited flexibility if recovery is slow
Evergreen first, then S. County	2026	Above Min	Below Min	Below Zero	Preserves some flexibility
Alternative Services, Evergreen Renovation then South County	2026	Above Min	Below Min	Below Zero	Enhances flexibility

The draft five-year capital plan includes the fourth item in the chart. If the Board approves, this will come back to the Board in July. The capital plan reflects the maintenance ARMs with a budget every year into the future and demonstrates the Library's commitment. Additionally, salaries have been included in the long term.

The Chair asked if there were any questions, hearing none, he called for a motion to provide direction to the Library to develop the 2021 budget.

MOTION: Kim Johnson moved that the Board of Trustees authorize the Executive Director to develop the 2021 budget and five-year capital plan using the timing of major capital projects as Alternative Services, Evergreen Renovation, then South County and as illustrated in the draft five-year capital improvement plan presented today. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Trustee Anderson expressed appreciation to Donna Walker for her leadership and coming back to the Board with a creative solution to a scary situation. She noted that she has a lot of confidence that this plan gives the Board time to adapt.

The Chair expressed appreciation for the hard work and creative and proactive approach. He stated that the plan acknowledges that service to South County is a high priority and having alternative services at the top of the list demonstrates a way for the Library to be proactive in serving South County. It is a great solution with the financial flexibility we need and honors our commitments that were made during the mil levy campaign.

The Executive Director expressed appreciation to the Board for their support and noted that it was a team effort between the Board and Library staff.

Financial Report (May)

Barbara Long addressed the Board and provided a summary of the May financial tables. Property tax revenue is still on track with receipts around 70% it is still in the neighborhood of what we would expect. June will be telling as the Library usually receives about 25% of property tax revenue this month. In response to the Board's request, projected savings from pausing the Golden library project and South County acquisition are reflected on Table 5 in the last column, which is variance from budget. The Library made the first debt service payment and one of the notes will be retired at the end of the year which will reduce debt service from \$1.4 million to \$700,000.

In response to questions, the Board was advised that:

- The Library is still on schedule to spend funds in the annual capital maintenance ARMS. The Library is moving forward with the Arvada HVAC project, has processed the RFP and is receiving bids. The Library is also moving forward with the windows at Standley Lake.
- The Library will not replace the bookmobile this year. The Library will go out with a RFP and was ready to issue that RFP when the closure occurred. The Library is taking a step back and determining if there will be different requirement for that vehicle. The bookmobile will take a year to build.
- The ARMs for Information Technology will be spent. The sorter replacement is still being planned for November. The sorter is currently not under warranty and not supported. The computer replacement plan had to be accelerated to provide remote work stations and laptops for our vulnerable staff working from home. IT infrastructure has become even more of a critical need.

Belmar Project Financial Report

There were no questions or comments regarding the Belmar Project Financial report.

Public Services

Return to In-person Service

Julianne Rist, Director of Libraries, addressed the Board and provided information on library services with a summary of services currently being provided and plans for a gradual return to in-person service. In the previous Board meetings we talked about how we prepared spaces and staff to be in our buildings and provide access to physical material.

While our buildings were closed, and access to physical materials were not available some services never stopped.

- **Programming.** Virtual, remote and call in programming never stopped. Since the buildings closed we have offered 146 programs with 6,623 people having watched either live or a recorded version. We have pivoted with Summer Reading and teen volunteer opportunities transitioned to online. As of yesterday we had over 11,000 people registered.
- **Digital Services:** The website has kept our community informed about the library's current services, and highlighting our digital resources
- **Other Services:** Such as support to vulnerable populations, support to businesses & Book a Librarian appointments.
- **Alternative Services:** Non-staffed services like vending never closed, hold lockers restarted May 19, and delivery to bookmobile stops restarted June 8

Curbside service debuted at Standley Lake on May 16, and by May 30 we had 8 locations offering curbside pickup of holds 7 day a week from 10:00 am to 5:00 pm. We started with 8-10 appointments per hour and quickly saw that this would not meet the demand. On June 6, we doubled the number of appointment slots by streamlining our processes. For 5 of our locations this is meeting the demand and patrons can make an appointment for the next day when they receive notice that their items are ready. At 3 locations the demand was high so we pivoted once again and revised the service, dropping the barrier of making an appointment. Tomorrow we are piloting no appointment necessary to pick up items at Columbine our location with the longest wait time. This will have an impact to the experience of picking up your items. With an appointment your items are already bagged and waiting for you, without an appointment staff will need to pull the items after you call, so the wait in the car will be longer. After the pilot no appointment necessary will expand to Standley Lake and Lakewood, the other 2 locations with long wait times. In addition, next week Belmar will begin offering curbside pickup which should reduce the demand at Lakewood and Columbine.

We are also offering summer reading information & trackers through curbside service and just this week started to pilot printing as well. This was a need expressed by our community; many people have computers but do not have printers. While we are waiting to hear about the variance we are looking at other ways to expand the curbside offerings such as grab & go book bundles for those who do not have material on hold Library to You restarted the delivery of materials to bookmobile and lobby stops restarted June 8

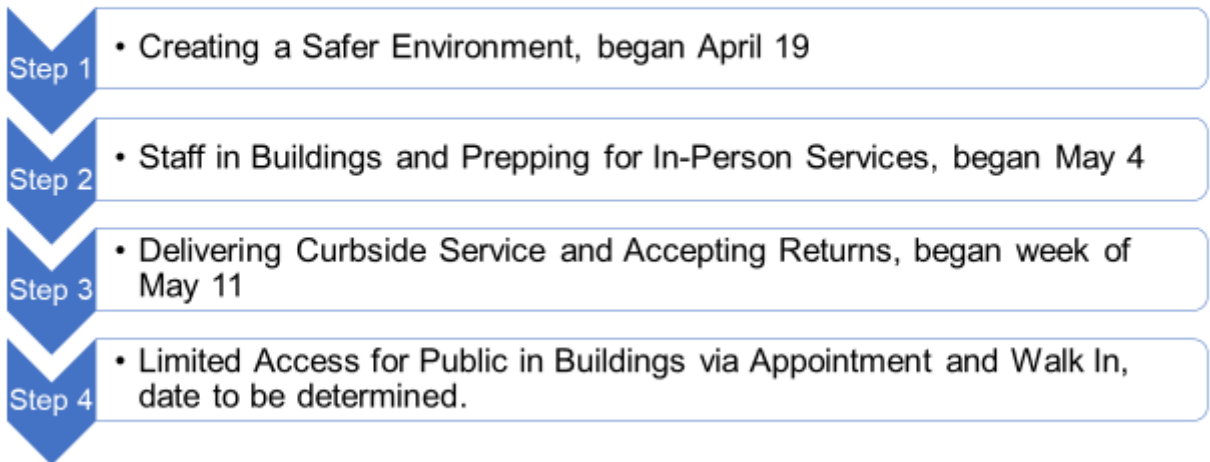
Curbside Statistics for May 16th-June 14th

- Total Appointments: 6,367

- Total Circulation: 33,312

Return to In-Person Service

GRADUAL RETURN TO IN-PERSON SERVICE



Using the library will look and feel different when people begin to walk back into our buildings. This will begin at the front door. Staff will be at the door greeting and counting to ensure we do not go over the building capacity. This means there may be a wait to get into the building. In order to meet social distancing the number of computers, and amount of seating will be reduced. Toys will not be out in the children's area and service points will have Plexiglas shields. At all locations we will be providing dedicated hours for dedicated hours for seniors and other vulnerable populations

Appointment & Walk in

The differences between the two tiers is based on the building size. Appointment & Walk in Services will be available at our larger locations. This will meet the need for both those people who preplan and those who simply show up. The larger buildings have more computers and study rooms so some will be able to be reserved and some will be available for those who simply walk in. We will also be promoting our laptops that we check out to help with having to remove some desktop computers. The Library will limit the number of people in a building to 50% capacity. Services will be available by appointment with a certain percentage of slots available for patrons who just walk up. People will be able to reserve a computer or or study room in advance through either the website or the call center just like they did before the Covid 19 closure. The Library will provide dedicated hours for seniors and other vulnerable populations at our larger locations.

Walk in Services

Walk in services will be available at our medium locations and since we expect the reservations may outpace the demand, we will be reopening these buildings on a first come first served policy. You can simply come in and use the library, but there may be a wait. The physical set up will be the same due to social distancing. Computers, and seating will be removed and furniture rearranged to ensure we meet social distancing guidelines. Wheat Ridge will continue as curbside only.

Next Steps

We are taking this time and not waiting to expanding curbside and prepare for walk-in service. We are hoping to get a heads-up if we need to adjust our plans because of any changes to the variance, however, we will implement the approved variance plan in whatever form that might take.

June 15- July 5:

- Expand Curbside offerings
- Prepare for walk in services
- Adjust plans based on CDPHE feedback

Week of July 6:

- Begin implementing the approved variance plan

In response to questions, the Board was advised that:

- The Library is not accepting donations at this time because there is currently no way to do contactless donations. The Library is looking at how to phase that in.
- The Library does have dedicated resources for materials and has been ordering throughout the closure. However, they were not able to ship those items to us. The shipments will start flowing in again.
- The Library will provide information on what percentage of the 33,000 checked-out items were Spanish materials.

The Chair expressed appreciation for the thoughtful planning at this really challenging time and noted that he appreciates that the Library put the health of staff and patrons at the forefront. He noted that JCPL is ahead of other library systems.

Facilities & Construction Projects

Belmar Library Project Update

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and addressed the Board. Final inspections are completed and the building was turned over to the Library. There are a couple of minor things on the punch list and the move-in by JCPL is almost 100% complete. Belmar should be ready to open for curbside services next week. He noted that it is a beautiful building and can't wait for the Board to see it.

Trustee Johnson congratulated the Library on finishing the project in the middle of this challenging situation.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

No items.

BOARD GOVERNANCE

No items

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Trustees that he is not planning on holding a Study Session in July as the Board typically cancels that meeting. The July Board meeting will be important and the 2021 budget will be presented.

The Executive Director noted that the plan is to present the draft 2021 budget and 5-year capital plan at the July Board meeting for Board review and discussion. At the August Study Session, the Library will ask the Board for authorization to submit the 2021 budget.

The Chair advised the Board that the plan is to continue holding Board meetings in this online format unless something dramatically changes in the next few weeks.

In response to a question, the Board was advised that there is no additional information about the CAL conference at this time.

- July 9, 2020 – Study Session – 5:30 pm – CANCELLED
- July 16, 2020 – Board Meeting – 5:30 pm – Online via WebEx
- August 13, 2020 - Study Session – 5:30 pm – To be determined - Pam Nissler
Conference Room at Library Administration or Online via WebEx
- August 20, 2020 - Board Meeting – 5:30 pm – To be determined – Standley Lake Library
Meeting Room or Online via WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a response to an email from a patron looking for more information on the Library's return to service is being drafted.

The Executive Director advised the Board that the staff who worked so hard on the IMLS grant included Debbie Ridgell, Volunteer Program Coordinator; Jeff Ginger, Creative Technology Coordinator; and Padma Polepeddi, Assistant Director of Library Experience. The Chair noted that it was fantastic that they put the grant together so well and so quickly.

ADJOURNMENT

The Board meeting was adjourned at 6:30 pm.

Pam Anderson, Secretary

FOUNDATION REPORT



**JEFFERSON COUNTY LIBRARY
FOUNDATION
EXECUTIVE DIRECTOR REPORT
JULY 2020 (June 19 – July 16)
By Jo Schantz, MNM, CFRE, GPC**

Our Foundation office/warehouse complex reopened to a limited number of our volunteers on June 29, and we began receiving donations from the public on July 1.

We continue to uphold health and safety protocols for social distancing, hand washing and wearing personal protective equipment (PPE), and we are quarantining all donations from the public for 72 hours.

1. NEWS AND INFORMATION

Our 2019 audit was recently completed by **JDS Professional Group**, and I am very proud to report this information:

During the year ended December 31, 2019, the Foundation reported total expenses of \$610,080, of which \$79,990 consisted of in-kind contributions provided to the Foundation from the Library. This in-kind was for facilities, goods and services. The Library provides office space for the Foundation as well as space in one of the libraries for the Gift Shop. Additionally, it is very common for the supported organizations, such as the Library, to provide in-kind contributions such as rent, information technology, human resources, and other program services to the related foundation.

Total expenses for the year ended December 31, 2019, excluding the Library's in-kind, amounted to \$530,090. Such amount is considered the support the Foundation provided back to the Library as the Foundation's entire mission is to provide aid, assistance and financial support to the Library. For the year ended December 31, 2019, the Foundation also received support from volunteers that was valued at \$257,549. Such amount was the result of 10,128 donated hours and was valued using the hourly rate of \$25.43 provided by the Independent Sector.

Accordingly, total support the Foundation provided the Library during 2019 was \$787,639.

In summary, the support the Foundation provided the Library was nearly 10 times the in-kind that the Library provided the Foundation.

For the past few weeks, I have been working with **CSU Extension in Jefferson County** to research funding opportunities for the **Family Leadership Training Institute (FLTI)**. I have compiled a list of 13 potential funders, and have created a grants calendar specific to this program. I participated in virtual meetings with CSU Extension's Executive Director **Jacki Paone** and grant writer **Kim Massey** on June 24 and again on July 6 (along with **JCPL Executive Director Donna Walker**) to further discuss these funding possibilities in partnership with JCPL.

On July 10, I traveled to Estes Park to see the **Estes Valley Library Foundation's used book store, Cliffhangers**. JCLF sponsored a second time (July 9) for our Board members and volunteers to view the possible location of JCLF's own used book store at **Colorado Mills** mall.

A poll was sent to the JCLF Finance/Executive Committees for consensus on applying for a line of credit from FirstBank, and accessing the \$150,000 loan from the Small Business Administration (**Economic Injury Disaster Loan**). The committees decided to pursue the EIDL loan, but not the line of credit (which was limited to \$20,000). **As of May 31, JCLF had just over \$134,000 in our checking account, plus an added \$75,000+ in a liquid asset account, to pay for our operations costs (approx. \$25,000 per month).**



Knowing that **KMGH-Channel 7 television** is spearheading the **Read to Lead** literacy program, I have reached out to the station's **Director of Strategic Partnerships, Kristin Stork**, and we have a Zoom meeting slated for July 8. I plan to explore ways that JCLF can be a part of this program.

On June 25, I participated in a fundraising webinar -- *Library Grants: Funding Options in Challenging Times*. Our JCLF staff has been involved in planning the **2020 Volunteer Appreciation Celebration**. Due to COVID-19, this year, we will be hosting a virtual awards ceremony on Friday, July 24, from 11 a.m. to noon.

As of July 1, I moved the social media/website update responsibilities to **Office Coordinator Susan Spring**, who will now manage JCLF's Twitter, Facebook and Instagram accounts and our website. I attended JCPL's all-staff **Town Hall meeting** on June 25, and **Donna Walker** and I had our monthly check-in via Skype on June 30.

2. GRANTS AND SOLICITATIONS UPDATE

RECENT GRANTS PENDING

- Mabel Y. Hughes Charitable Trust -- \$5,000 for Explore Summer Reading
- John G. Duncan Charitable Trust -- \$5,000 for Explore Summer Reading
- Lennar Foundation* -- \$5,000 (Letter of Interest) for Explore Summer Reading
- Cars4Kids* -- \$2,000 for JCLF general operating
- City of Wheat Ridge -- \$1,200 for American Sign Language Story Time at Wheat Ridge Library
- Buell Foundation -- \$11,990 for 1000 BBK
- Kinder Morgan Foundation -- \$20,000 for naming opportunity (Teen Area at Belmar Library)
- TJX Foundation* -- \$5,000 for 1000 BBK
- Tony Robbins Foundation* -- \$10,000 for Babies First Books and 1000 BBK
- Colorado Rockies Charity Fund* -- Letter of Inquiry (no amount) for 1000 BBK and Babies First Books
- Gates Family Foundation* -- \$110,195 for Belmar's Outdoor Adventure Space (capital grant)
- Dillon Foundation* -- \$5,000 for 1000 BBK
- Theda & Tamblin Clark Smith Family Foundation -- \$5,000 for 1000 BBK
- Ploughshares Foundation* -- \$20,000 for Belmar Outdoor Adventure Space
- The Denver Foundation -- \$25,000 JCLF general operating

Those with an asterisk indicate new funders.*

GRANTS DENIED

- McInnes Charitable Trust -- \$5,000 for Explore Summer Reading

LOANS/GRANTS VIA CARES ACT AND OTHER COVID-19 FUNDING

- **Economic Injury Disaster Loan Application (EIDL) -- \$10,000**
 - ✓ We received a \$6,000 cash advance on April 30
 - ✓ JCLF was approved for a \$150,000 loan (30-year term); we submitted paperwork on 6/29 to access the loan
- Colorado Enterprise Fund -- \$25,000 -- (general operating support) **PENDING**
- Jeffco CARES Fund -- \$25,000 (general operating support) -- **PENDING**
- Rose Community Foundation -- \$50,000 general operating support (in response to COVID-19) -- **PENDING**
- CH CARES (Colorado Humanities) -- \$15,000 for general operating support -- **PENDING**

Operational Updates

Executive Director Update



July 2020 EXECUTIVE DIRECTOR REPORT

3rd Quarter 2020 Focus:

1. **NEW** Staffing and Service COVID-19 Recovery Response
2. Budget and Project Planning and Execution
3. South County Community Engagement

Recovery Response - July:

The 8th amended Public Health Order issued by the Colorado Department of Public Health (CDPHE) on June 30th, 2020 no longer lists libraries as closed. [CDPHE affirms that libraries can now operate under indoor event guidance.](#) The County Attorney and Director of Public Health have been informed of the Library's intent to open buildings to the public under this Order. At this time, and with their knowledge, we are using the CDPHE requirements for Indoor Venues until further notice. Implementation of adjustments to furnishings, cleaning, and other guidance based on this designation are being integrated into our training and practices to prepare for allowing public into library buildings.

In July, the Library is focusing on,

- Serving the Public in-person
- Patron and Staff Safety
- Staffing and Remote Work

Budget and Project Planning – July:

- 2020 Mid-Year Report – see attached memo
- Draft 2021 Budget and 5 year Capital Improvement Plan (CIP) – see attached memo

South County Community Engagement – July:


- Activity is currently paused; planning will resume next month


Advocacy and Engagement Opportunities for Trustees

- **Colorado Association of Libraries Annual Conference [CALCON2020](#):** The Colorado Association of Libraries Annual Conference is Colorado's premier event for library staff from libraries of all types throughout the state. Proposal submissions are closed. Registration is not yet open. Decisions has been made for an online only conference. Dates are September 10-12, 2020.

JCPL SERVICE HIGHLIGHTS

EXPANDED CURBSIDE SERVICE – Now includes printing of tax forms and other documents; Grab and Go is a curbside service that creates and distributes bundles of materials on popular topics for all age groups for easy pick up at curbside.





IN-BUILDING SERVICE – Resumes, in phases, July 13. See attached memo.

COMMUNITY ENGAGEMENT - Customer Use Survey: JCPL began using a customer survey tool that allows us to do weekly surveys to a small segment of recent patrons, with a new set of patrons surveyed each week. The current survey is about awareness, including the use of and satisfaction with services during the pandemic. Overall, the survey results have shown increased awareness of library services, high need for books and materials, and high satisfaction rates. We are getting a 22% response rate to the survey, which is very good.

Sandie Coutts, Director of People and Culture, will be presenting a workshop on *Equity in Crisis Response* at the *Advancing Equity & Inclusion in the Workplace Symposium*. **Twelve staff** will be attending this symposium.

Eleven staff will be attending a conference of the Colorado Association of Libraries (CAL) *Power and Privilege at Play: Equity, Diversity and Inclusivity in the Library*.

PROGRAMMING - Summer Reading: Over fourteen thousand registrations for our online program.

American Sign Language Online Storytimes: First time ever at JCPL, we are introducing virtual storytimes signed by a native ASL storyteller and read out loud in English. Deaf, hard of hearing and hearing kids (along with their caregivers) are all welcome.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, July, 2020


Weekly or monthly briefings with:

- Jefferson County Elected/Appointed Officials
- Urban Libraries Council Executive Directors
- Colorado Public Library Directors
- Metro Area Public Library Directors
- Community Agency Partners

Attending *Advancing Equity and Inclusion in the Workplace Symposium*, with topics on Planning and Preparing for Equity Work, Sustaining Equity Efforts and Supporting Staff of Color, Assessment and Accountability.

Meeting with community partners about the possibility of transitioning the Family Leadership Training Institute (FLTI) to Library oversight.

Co-Creating a Colorado Association of Libraries Mentorship Interest Group to help develop a more robust mentorship experience for emerging leaders in Colorado libraries, particularly in under-represented populations.



MEMORANDUM

TO: Donna Walker

FROM: Diversity and Inclusion Team

RE: Spanish Services and Support During Covid-19 Pandemic

DATE: July 2, 2020

During the COVID-19 pandemic response, Jefferson County Public Library's focus was to provide trusted information and library resources for the Spanish speaking community and address the digital literacy needs of Spanish speaking families and community navigators.

JCPL continues to meet this objective in a variety of ways. Adelante is a Jefferson county-based and community-led partnership of organizations that collaborate to build a more resilient network of Latino families. JCPL provided hotspots for Wi-Fi access to Adelante, as well as partnering to provide access to Spanish library resources on their Facebook page. Digital resources for special education are being provided to Grupo de Apoyo, a support network for Spanish speaking parents of kids with disabilities. And, JCPL continues to listen to the needs of Spanish speaking customers through our Spanish language customer service channels to adapt and maintain awareness around our continued Spanish collection offerings and resources.

With the implementation of curbside service, materials including those in Spanish are available to customers. We continue to monitor and maintain our collection of Spanish materials with a focus on the areas with the most demand. Storytimes in Spanish have also been a popular virtual program addition during this time.

Providing Resources and Programming Support:

Materials in Spanish continue to see a rise in circulation since the beginning of our curbside service, increasing from just 22 Spanish items checked out in the first two weeks of curbside service to over 400 items during the month of June. With this increase we are seeing circulation trends that more closely match regular business operations, with Children's items being among the highest circulating of the materials in Spanish.

Throughout the closure of our buildings to the public, we've maintained programming services including weekly Cuentacuentos en Español, our storytime in Spanish. More than 1,300 people have attended these storytimes virtually. We will continue to offer this as a resource to families ongoing.

Providing Support for Online Learning in Jeffco Schools:

When schools were in session, 30 hotspots were delivered to families in need of internet for their kids and teens to access online school learning. The 30 hotspots were delivered to Jefferson High School which has a 90% rate of free and reduced lunch students and a student population that is 74% Hispanic.

MEMORANDUM

Providing Community Support:

JCPL has been partnering with Adelante in providing digital literacy instruction support through training in digital tools, specifically with Google products, to advance their capacity to organize their work and collaborate remotely. Most participants have basic computer skills and limited access to technology, making the ease and open access of Google products the most accessible tools for them. The library responded by creating a custom course using Applied Digital Tools from Google and in-person support via virtual meetings once a week. JCPL has been receiving feedback from the Navegadoras, or community navigators, who took the Digital Literacy course with positive results. Our Diversity and Inclusion Librarian will be conducting a second course for Navegadoras to keep advancing their new digital skills. One hour per week practice sessions will continue during July and August, with assessment of possible continued offerings thereafter.

Adelante has received 800 calls and processed 200 applications for the Left Behind Workers Fund becoming the 3rd highest screener in Colorado. Plans are underway for the Library to support Adelante and Navegadoras on a proposal to minimize barriers for immigrants for rental assistance through Jeffco organizations. Navegadoras will also refer simple questions to Call Center regarding locating community resources, phone numbers, and other basic reference services.

Providing Support for Parents:

Our Diversity and Inclusion Librarian attends weekly meetings with Grupo de Apoyo. These meetings offered an opportunity to share about Summer Reading and provide activities that kids with special abilities can do over the summer to earn Summer Reading points.

Providing Library Resources for Migrant Families:

Our Diversity and Inclusion Librarian shared information about the library and library resources to a group of almost 20 Spanish speaking migrant families from Mexico and Central America. The virtual meeting was organized by our Patron Experience staff at Edgewater Library and Family Coordinator for the Migrant Education Program in Jefferson County.

The Migrant Education Program (MEP) is a federally funded initiative that provides support for children ages 0 to 21 from migrant working families in the farm, fishing, and dairy industries. The goal is to keep children enrolled in school and incentivize the families to become active participants of the education of their children so they can achieve academic success and improve their chances to attain higher education.

Looking Ahead to Continue Providing Spanish Services and Support:

As is always our objective, the Diversity and Inclusion Team continues to look for ways in which we can provide support and access to services for our Spanish speaking community and community navigators. We plan to continue to seek feedback and address ways we can provide support through our various partnerships and continued remote services. Curbside services, virtual storytimes, community partnerships, and ongoing customer care through our Call Center and Diversity and Inclusion Team will help us maintain and grow our support to this community.

Operational Updates

Strategy & Engagement

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: 2021 Proposed Budget
Date: July, 2020

Jefferson County Public Library's 2021 Proposed Budget

For the past seven years, Jefferson County has experienced economic growth. Property values have increased by 14% to 15% for the past three assessment periods, including the most recent assessment which determined revenue for the 2020 and 2021 budget. JCPL's planning has been based on the assumption of continued growth, but the COVID-19 pandemic changed economic expectations from growth to decline almost overnight. The Gallagher amendment will amplify the impact of recession on property tax revenue, leading to a significant drop in future revenue, starting in 2022. JCPL's proposed budget for 2021 was developed with the goals of responding to this change, preserving organizational flexibility and achieving financial sustainability now and into the future.

The 2021 budget includes the five year capital plan that was presented to the Library Board last month, and continues to fund library services to support community needs. Investments in both capital and operating expenses have been scaled back in anticipation of future decreases in property tax revenue and to save fund balance for capital projects in 2022 and future years.

Revenue Assumptions:

Projected 2021 revenue is largely unchanged from the estimates that were included in the long term planning scenarios. Property tax assumptions are:

- The mill levy is 4.5.
- Property tax revenue will be the same in 2021 as in 2020.

Budgeted revenue for 2021 includes \$100,000 from the Library Foundation.

Planned Expenses:

Implementation of the organizational analysis plan staffing additions is slowed down in the 2021 budget. JCPL's 2020 budget includes funding for 277 full time equivalent (FTE) positions while the 2021 budget funds 266.5 of these positions, leaving 10.5 FTE in reserve for future years.

The proposed 2021 budget was developed with the assumption that COVID-19 will continue to impact the community for at least part of 2021. Providing library services in this climate demands increased cleanliness and innovation. The 2021 budget funds both. ARM05 funding for IT infrastructure replacement is budgeted at a higher level than in previous years to allow JCPL to make end of life replacements to the network infrastructure that is critical to the library's operations, ability to support remote work and to services, including increased remote offerings, that library patrons depend on. Much of this work is reimbursable by the E-rate program. Additional funding is also included to cover anticipated higher costs of cleaning and sanitizing.

memorandum



The proposed budget for 2021 includes a reduction of \$500,000 in funding for physical books and materials. Investment in physical materials is limited by available floor space. The 2021 budget does include increased funding for digital materials.

The Library's capital projects in the 2021 budget and 5 year Capital Improvement Plan (CIP) reflect the need to preserve flexibility and fund balance. The Library Board has an internal guideline (Policy 4.9.4) of designating a minimum of 4.5% of property tax revenue to fund capital projects. The Library Board may adjust this percentage each year during the budget process. The amount of capital funding in the proposed 2021 budget is 3.2% of projected revenue.

Projections show that property tax revenue in 2020 and 2021 is higher than it may be for the next five to ten years. Funding for JCPL's multiyear capital plan depends on saving balances in 2020 and 2021 for these projects. Because this is a unique situation in the Library's recent history of capital funding, the 2021 budget includes the commitment of fund balance to a new capital projects sinking fund. The establishment of this sinking fund with the 2021 budget will formalize the Board's commitment to future capital projects while maintaining compliance with the reserve fund policy (4.9.3). At the end of 2020, unspent capital project funds may also be committed to this fund.

Attachments

1. 2021 Budget Tables
2. Long Term Financial Plan
3. Trustee's 2021 Budget Letter

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2021 Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr(Decr) 2020 to 2021 Budget	% Incr(Decr) 2020 to 2021 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ -	0%
Total Taxes	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ -	0%
Federal & State Grants	\$ 128,084	\$ 128,000	\$ 121,051	\$ (6,949)	-5%
Library Fees	435,234	239,513	145,000	(94,513)	-39%
Other Revenue	1,412,272	572,640	512,640	(60,000)	-10%
Total Other Revenues	\$ 1,975,590	\$ 940,153	\$ 778,691	\$ (161,462)	-17%
Sub Total Revenues	\$ 43,656,474	\$ 47,240,458	\$ 47,078,996	\$ (161,462)	0%
Transfer from Fund Balance	\$ -	\$ 8,311,685			
Transfer to Fund Balance	4,835,040	-	\$ 6,731,540		
Total Sources of Funds	\$ 38,821,434	\$ 55,552,143	\$ 40,347,456	\$ (15,204,686)	-27%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 14,352,310	\$ 15,935,735	\$ 15,966,175	\$ 30,440	0%
Benefits	4,370,694	5,288,399	5,307,601	19,202	0%
Total Salaries & Benefits	\$ 18,723,004	\$ 21,224,134	\$ 21,273,776	\$ 49,642	0%
Library Books & Materials	\$ 7,777,885	\$ 8,135,190	\$ 7,754,177	\$ (381,013)	-5%
Supplies	1,343,599	1,449,965	1,485,625	35,660	2%
Vehicles	-	-	-	-	
Services & Charges	3,869,464	4,914,583	5,197,772	283,189	6%
Internal Transactions /Cost Allocation	1,983,894	2,251,204	2,528,288	277,084	12%
Total Operating Expenditures	\$ 33,697,846	\$ 37,975,076	\$ 38,239,638	\$ 264,562	1%
Financing & Debt Service	\$ 1,448,432	\$ 1,410,421	\$ 621,819	\$ (788,602)	-56%
Capital Projects	\$ 3,675,156	\$ 16,166,646	\$ 1,486,000	\$ (14,680,646)	-91%
Total Uses of Funds	\$ 38,821,434	\$ 55,552,143	\$ 40,347,456	\$ (15,204,686)	-27%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2021 Budget

	2019 Actual	2020 Amended Budget	2021 Budget
Beginning Fund Balance	\$ 19,529,543	\$ 19,529,543	\$ 24,364,583
Revenues	\$ 41,728,495	\$ 45,074,778	\$ 44,913,316
Capital Funding	1,927,979	2,165,680	2,165,680
Total Revenues	\$ 43,656,474	\$ 47,240,458	\$ 47,078,996
Expenditures			
Operating Expenditures	\$ 33,697,846	\$ 37,975,076	\$ 38,239,638
Debt Service	1,448,432	1,410,421	621,819
Capital Projects	3,675,156	16,166,646	1,486,000
Total Expenditures	\$ 38,821,434	\$ 55,552,143	\$ 40,347,456
Ending Fund Balance	\$ 24,364,583	\$ 11,217,858	\$ 31,096,122
Increase/(Decrease) in Fund Balance	\$ 4,835,040	\$ (8,311,685)	\$ 6,731,540
Commitment to Capital Projects	\$ 5,897,205		
Commitment to Capital Projects Sinking Fund			\$ 9,000,000
Reserve Fund	\$ 18,467,378		\$ 22,096,122
Reserve Balance Policy Calculation			
	2019 Actual	2020 Amended Budget	2021 Budget
16% - Current Year Budgeted Revenues	\$ 6,985,036	\$ 7,558,473	\$ 7,532,639
9% - Current Year Budgeted Revenues - Uncertainty	3,929,083	4,251,641	4,237,110
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 10,914,118	\$ 11,810,115	\$ 11,769,749
50% of Current Year Budgeted Revenues	\$ 21,828,237	\$ 23,620,229	\$ 23,539,498
Total Maximum F/B Reserve Requirements (CEILING)	\$ 21,828,237	\$ 23,620,229	\$ 23,539,498
Above/(Below) Minimum (FLOOR)	\$ 13,450,464	\$ (592,257)	\$ 19,326,372
Above/(Below) Maximum (CEILING)	\$ 2,536,346	\$ (12,402,371)	\$ 7,556,624



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2021 Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr(Decr) 2020 to 2021 Budget	% Incr(Decr) 2020 to 2021 Budget
Sources of Funds					
Revenues					
Taxes					
Property Taxes	\$ 40,915,992	\$ 45,960,543	\$ 45,960,543	\$ -	0%
Delinquent Taxes	81,612	48,032	48,032	-	0%
Prior Year Cancellations	(223,412)	(385,353)	(385,353)	-	0%
Urban Renewal	(1,068,555)	(1,509,624)	(1,509,624)	-	0%
Penalties & Interest	47,267	21,027	21,027	-	0%
Total Taxes	\$ 39,752,904	\$ 44,134,625	\$ 44,134,625	\$ -	0%
Federal & State Grants	\$ 128,084	\$ 128,000	\$ 121,051	\$ (6,949)	-5%
Library Fees	309,575	107,950	40,000	(67,950)	-63%
Other Fees	125,659	131,563	105,000	(26,563)	-20%
Investment Income	1,122,445	322,000	322,000	-	0%
Contributions from Private Sources	177,817	160,000	100,000	(60,000)	-38%
E-Rate & Other	112,010	90,640	90,640	-	0%
Total Revenues	\$ 41,728,495	\$ 45,074,778	\$ 44,913,316	\$ (161,462)	0%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 12,442,452	\$ 15,093,111	\$ 14,791,677	\$ (301,434)	-2%
Awards & Bonuses	-	130,000	135,000	5,000	4%
Termination Pay	78,196		110,000	110,000	
Temporary Salaries	1,828,944	2,146,611	2,095,441	(51,170)	-2%
Overtime	2,719	5,130	-	(5,130)	-100%
Vacancy Savings		(1,439,117)	(1,165,943)	273,174	-19%
Benefits	4,370,694	5,288,399	5,307,601	19,202	0%
Total Salaries & Benefits	\$ 18,723,004	\$ 21,224,134	\$ 21,273,776	\$ 49,642	0%
Library Books & Materials	\$ 6,578,114	\$ 6,691,154	\$ 6,191,154	\$ (500,000)	-7%
Library Computer Materials	1,077,497	1,285,686	1,385,948	100,262	8%
Library Periodicals	122,274	158,350	177,075	18,725	12%
Sub-Total Library Collections	\$ 7,777,885	\$ 8,135,190	\$ 7,754,177	\$ (381,013)	-5%
Supplies	\$ 1,343,599	\$ 1,449,965	\$ 1,485,625	\$ 35,660	2%
Services & Charges	3,869,464	4,914,583	5,197,772	283,189	6%
Vehicles	-	-	-	-	
Direct Internal Charges	143,837	164,067	141,920	(22,147)	-13%
Indirect Cost Allocation	1,067,744	1,145,837	1,411,532	265,695	23%
Intra County Transactions	772,313	941,300	974,836	33,536	4%
Total Supplies and Other	\$ 7,196,956	\$ 8,615,752	\$ 9,211,685	\$ 595,933	7%
Total Operating	\$ 33,697,846	\$ 37,975,076	\$ 38,239,638	\$ 264,562	1%



Authorized Positions	2019 Budget	2020 Budget	2021 Budget	Change 2020 to 2021
FTE Positions - Active	253.0	277.0	266.5	(10.5)
FTE Positions - Reserved	-	-	10.5	10.5
Total Authorized Positions	253.0	277.0	277.0	-



TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2021 Budget

Sources and Uses of Funds	2019 Actual	2020 Budget	2021 Budget	\$ Change 2020 to 2021 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 539,667	\$ 552,073	\$ 565,720	\$ 13,647
Interest - Arvada (2005-2024)	82,192	69,294	56,099	(13,195)
Principal - Refunding Series 2013	608,264	608,265	-	(608,265)
Interest - Refunding Series 2013	61,695	31,303	-	(31,303)
Principal - COP - Capital Projects	142,143	142,143	-	(142,143)
Interest - COP - Capital Projects	14,472	7,343	-	(7,343)
Total Debt Service	\$ 1,448,432	\$ 1,410,421	\$ 621,819	\$ (788,602)

Arvada

Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

Build America Bonds

Total Issue \$6,293,000
Original Term 2011-2020
Refunding Term 2013-2024
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot



TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2021 Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr (Decr) 2019 to 2020 Budget
Sources of Funds				
Property Tax - Capital - 4.5%	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	-	-	-	-
Total Sources of Funds	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ -
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 238,497	\$ 307,000	\$ 250,000	\$ (57,000)
ARM-02 Furniture & Equipment	16,175	36,000	36,000	-
ARM-03 Computer Replacement Plan	200,868	180,000	200,000	20,000
ARM-04 Book Sorter Replacement	59,862	470,000	300,000	(170,000)
ARM-05 IT Infrastructure Replacement	128,989	370,000	350,000	(20,000)
Alternative Services	246,753	450,000	350,000	(100,000)
2016 Projects				
16-14 High Availability Internet Redundancy	-	41,000	-	(41,000)
2017 Projects				
17-13 Standley Lake Outdoor Learning Environment	72,195	-	-	-
2018 Projects				
18-05 Evergreen Parking Lot	175,008	-	-	\$ -
18-07 LSC Garage & Loading Dock Planning	46,948	122,583	-	(122,583)
18-08 Bookmobile Replacement	-	547,441	-	(547,441)
2019 Projects				
19-02 Document Management System	-	160,000	-	(160,000)
2020 Projects				
20-01 Arvada HVAC Control Upgrade	\$ -	\$ 140,000	-	\$ (140,000)
20-02 Golden Library	-	4,396,000	-	(4,396,000)
Multi-Year Construction Projects				
17-07 Edgewater Library	139,175	-	-	-
18-01 Belmar Remodel	2,344,785	4,602,522	-	(4,602,522)
19-03 South County Library	5,900	4,344,100	-	(4,344,100)
21-01 Evergreen Remodel	-	-	-	-
Total Capital Projects	\$ 3,675,156	\$16,166,646	\$ 1,486,000	\$ (14,680,646)



TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 -Year Capital Improvement Plan
2021-2025

Project	2020 Amended Budget	2021	2022	2023	2024	2025	Total 2021-2025
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 307,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	36,000	36,000	36,000	72,000	36,000	36,000	216,000
ARM-03 Computer 5-year Replacement Plan	180,000	200,000	250,000	250,000	250,000	250,000	1,200,000
ARM-04 Book Sorter Replacement	470,000	300,000	300,000	300,000	300,000	300,000	1,500,000
ARM-05 IT Infrastructure Replacement	370,000	350,000	200,000	200,000	200,000	200,000	1,150,000
Total ARM & Ongoing Projects	\$ 1,363,000	\$ 1,136,000	\$ 1,036,000	\$ 1,072,000	\$ 1,036,000	\$ 1,036,000	\$ 5,316,000
5-Year Capital Improvement Plan							
19-14 Alternative Services	\$ 450,000	\$ 350,000	\$ 200,000	\$ -	\$ 50,000	\$ 50,000	\$ 650,000
16-14 High Availability Internet Redundancy	41,000	-	-	-	-	-	-
18-01 Belmar Library Remodel	4,602,522	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	122,583	-	-	-	-	-	-
18-08 Bookmobile Replacement	547,441	-	-	-	-	-	-
19-02 Document Management System	160,000	-	-	-	-	-	-
19-03 South County Library	4,344,100	-	-	-	5,000,000	6,378,000	11,378,000
20-01 Arvada HVAC Control Upgrade	140,000	-	-	-	-	-	-
20-02 Golden Library	4,396,000	-	-	-	-	-	-
21-01 Evergreen Library Remodel	-	-	1,350,000	2,170,000	-	-	3,520,000
21-02 Data Warehouse	-	-	125,000	-	-	-	125,000
23-02 ILS Replacement	-	-	-	750,000	-	-	750,000
Total CIP	\$ 14,803,646	\$ 350,000	\$ 1,675,000	\$ 2,920,000	\$ 5,050,000	\$ 6,428,000	\$ 16,423,000
Total 5-Year Capital Plan	\$ 16,166,646	\$ 1,486,000	\$ 2,711,000	\$ 3,992,000	\$ 6,086,000	\$ 7,464,000	\$ 21,739,000

JEFFERSON COUNTY PUBLIC LIBRARY - 15% Decrease in Assessed Value for 2022; 5% Increase in Assessed Value Thereafter

	ACTUAL 2019	PROJECTED 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028	PROJECTED BUDGET 2029
Property Tax	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
Property Tax	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ 38,732,995	\$ 38,732,995	\$ 40,683,620	\$ 40,683,620	\$ 42,731,777	\$ 42,731,777	\$ 44,882,342	\$ 44,882,342
	-	-	-	-	-	-	-	-	-	-	-
Use of Fund Balance				-	-	-	-	-	-	-	-
TOTAL SOURCES	\$ 43,656,473	\$ 47,240,458	\$ 47,078,996	\$ 39,536,164	\$ 39,569,449	\$ 41,536,550	\$ 41,553,519	\$ 43,723,573	\$ 43,741,575	\$ 45,944,215	\$ 45,934,333
Salaries & Benefits	\$ 18,723,005	\$ 20,274,134	\$ 21,273,776	\$ 21,911,989	\$ 22,569,349	\$ 23,646,429	\$ 24,355,822	\$ 25,086,497	\$ 25,839,092	\$ 26,614,265	\$ 27,412,693
Supplies	1,343,599	1,449,965	1,485,625	1,532,300	1,575,204	1,619,310	1,664,651	1,711,261	\$ 1,759,176	\$ 1,808,433	\$ 1,859,069
Library Books and Materials	7,777,885	7,635,190	7,754,177	7,723,132	7,769,091	7,844,527	7,923,631	8,006,584	\$ 8,093,574	\$ 8,184,800	\$ 8,280,470
Services & Charges	3,869,644	4,914,583	5,197,772	5,091,197	5,214,610	5,325,226	5,439,027	5,572,829	\$ 5,727,603	\$ 5,887,180	\$ 6,034,047
Interdepartmental	1,983,894	2,251,204	2,528,288	2,180,121	2,221,438	2,294,138	2,340,601	2,420,102	\$ 2,469,203	\$ 2,553,003	\$ 2,604,893
Subtotal Operating	\$ 33,698,027	\$ 36,525,076	\$ 38,239,638	\$ 38,438,739	\$ 39,349,692	\$ 40,729,631	\$ 41,723,732	\$ 42,797,273	\$ 43,888,648	\$ 45,047,681	\$ 46,191,172
Operating Costs -So County		-						2,523,064	1,500,776	1,545,799	1,592,173
Operating - Golden											
Subtotal Operating w/Capital	33,698,027	36,525,076	38,239,638	38,438,739	39,349,692	40,729,631	41,723,732	45,320,337	45,389,423	46,593,480	47,783,345
Debt Service	1,448,432	1,410,421	621,818	621,944	621,744	623,700	-	-	-	-	-
Capital Projects and Equipment	433,327	140,000	-	-	-	-	-	-	-	-	-
ARMs	644,390	1,136,000	1,136,000	1,072,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Facility Master Plan Projects	2,350,685										
Subtotal - Debt, Capital, ARM	4,876,835	2,686,421	1,757,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Alternative Services	246,573	450,000	350,000	200,000		50,000		175,000	50,000		
South County		-				5,000,000	6,378,000				
Golden											
Evergreen				1,350,000	2,170,000						
Standley Lake/NW Arvada											
Admin Bldg											
Lakewood											
Arvada											
Data Warehouse				125,000							
ILS					750,000						
TOTAL USES	\$ 38,821,435	\$ 39,661,497	\$ 40,347,456	\$ 41,807,683	\$ 43,927,436	\$ 47,439,331	\$ 49,137,732	\$ 46,531,337	\$ 46,475,423	\$ 47,629,480	\$ 48,819,345
NET SOURCE (USE) OF FUNDS	\$ 4,835,038	\$ 7,578,961	\$ 6,731,540	\$ (2,271,519)	\$ (4,357,987)	\$ (5,902,781)	\$ (7,584,214)	\$ (2,807,764)	\$ (2,733,848)	\$ (1,685,266)	\$ (2,885,012)
Reserve Balance	\$ 18,572,181	\$ 26,151,142	\$ 32,882,682	\$ 30,611,163	\$ 26,253,176	\$ 20,350,395	\$ 12,766,182	\$ 9,958,418	\$ 7,224,570	\$ 5,539,304	\$ 2,654,292
MIN RESERVE BALANCE	\$ 10,914,118	\$ 11,810,115	\$ 11,769,749	\$ 9,884,041	\$ 9,892,362	\$ 10,384,137	\$ 10,388,380	\$ 10,930,893	\$ 10,935,394	\$ 11,486,054	\$ 11,483,583
MAX RESERVE BALANCE	\$ 21,828,237	\$ 23,620,229	\$ 23,539,498	\$ 19,768,082	\$ 19,784,724	\$ 20,768,275	\$ 20,776,759	\$ 21,861,786	\$ 21,870,788	\$ 22,972,107	\$ 22,967,166
RESERVE BALANCE OVER MINIMUM	\$ 7,658,063	\$ 14,341,028	\$ 21,112,933	\$ 20,727,122	\$ 16,360,814	\$ 9,966,258	\$ 2,377,802	\$ (972,475)	\$ (3,710,824)	\$ (5,946,750)	\$ (8,829,291)

10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



To: Honorable Jefferson County Commissioners

From: Library Board of Trustees

Re: 2021 Proposed Budget

Date: August 13, 2021

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees' has submitted a proposed budget for the year 2021. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.

The Board of Trustees', in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high quality library, which continues to fulfil our promises and supports the community's needs.

- Continue to invest in books, materials and digital offerings;
- Provide access to updated technology;
- Repair and refurbish existing facilities;
- Improve service in underserved areas; and
- Stabilize long-term finances.

The amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2021 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$46.30 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2021 proposed budget represents a responsible level of spending to support Library services.

Charles Naumer, Chair

Library Board of Trustees



JCPL 2021 Proposed Budget

July 16, 2020

ASSUMPTIONS FOR 2021 PROPOSED BUDGET



- Property Tax Revenue Based on 4.5 Mills
- Increase in Salary Cost Estimated at 2.6%
- Benefits, Interest Revenue and County Charges Estimated



5 & 10 YEAR FINANCIAL MODEL – LOOKING TOWARDS THE FUTURE

- Financial Outlook 10 Years Out
- Property Tax Revenue Based on 4.5 Mills
- Assumes Gallagher Amendment in Effect
- Timing of Capital Projects: Alternative Services in 2021, Evergreen Begins in 2022, South County Begins in 2024



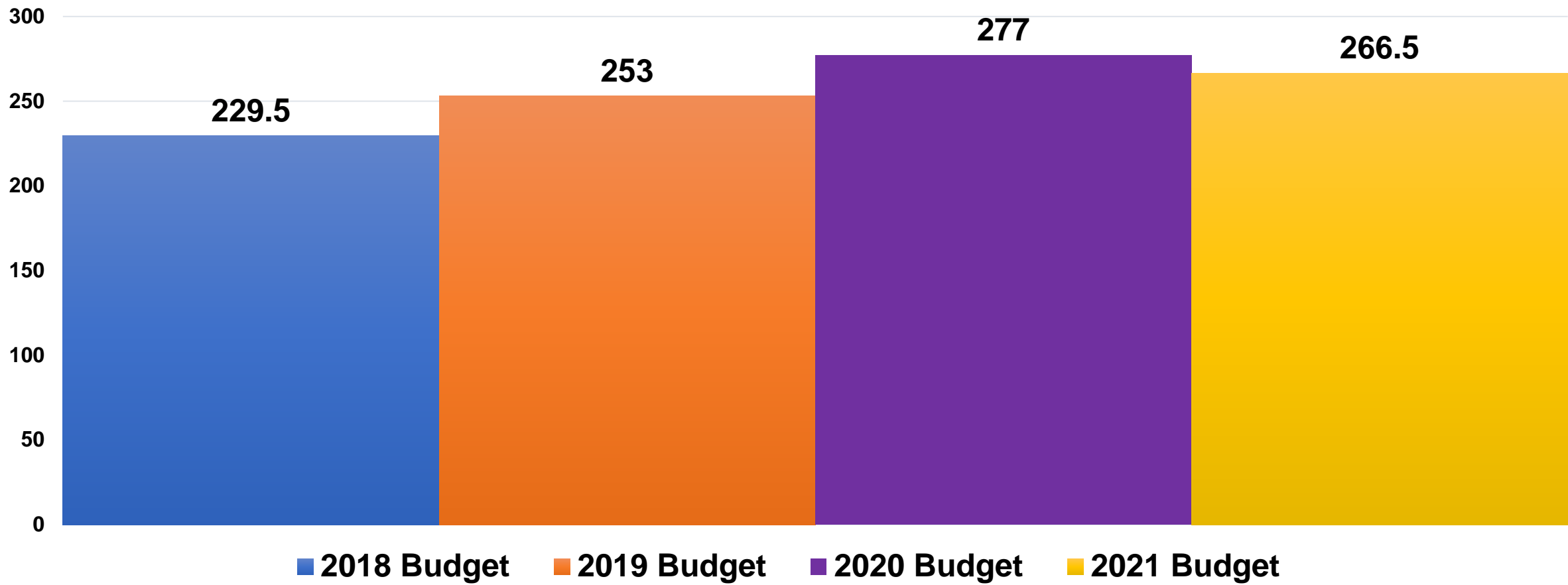
2021 PROPOSED BUDGET HIGHLIGHTS



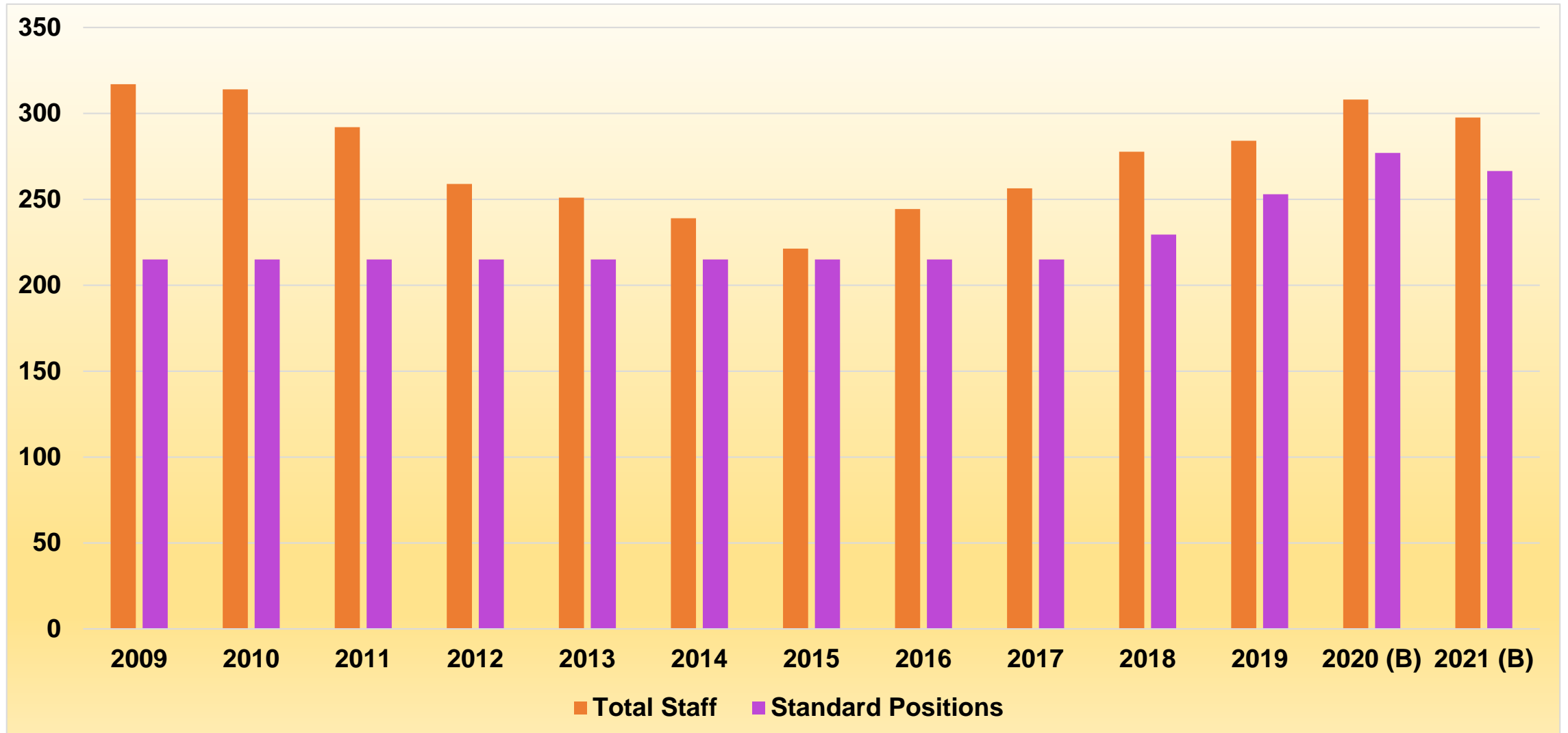
- Preserve Financial Sustainability and Flexibility in a Changed Environment
- Pause on Large Capital Projects
- Scale Back on Staffing Additions
- Expand Alternative Services



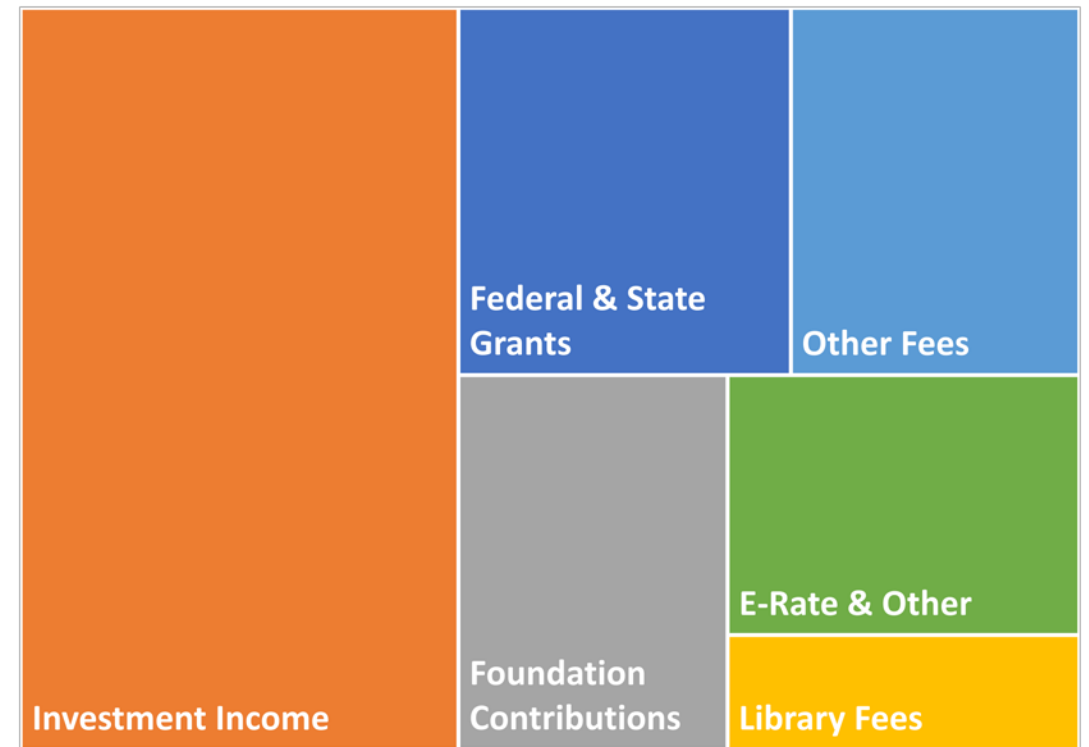
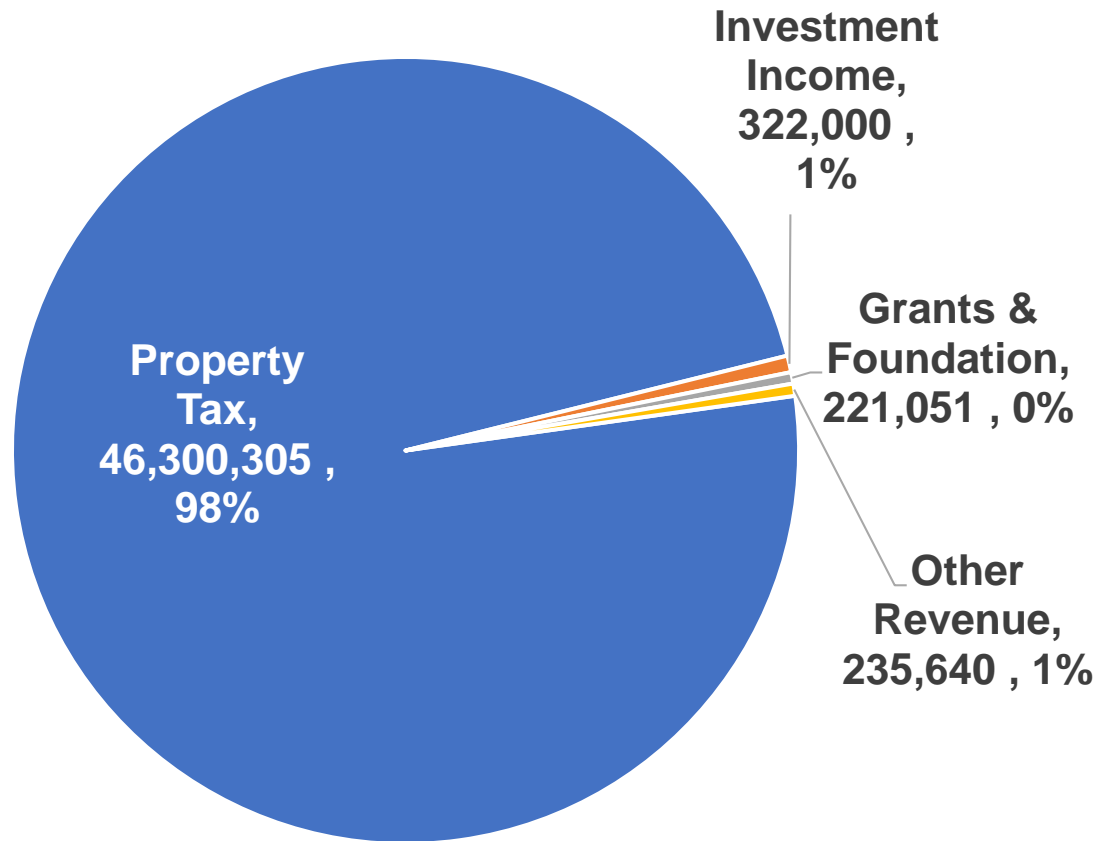
2021: BUDGETED POSITIONS DECREASED BY 10.5 FTE



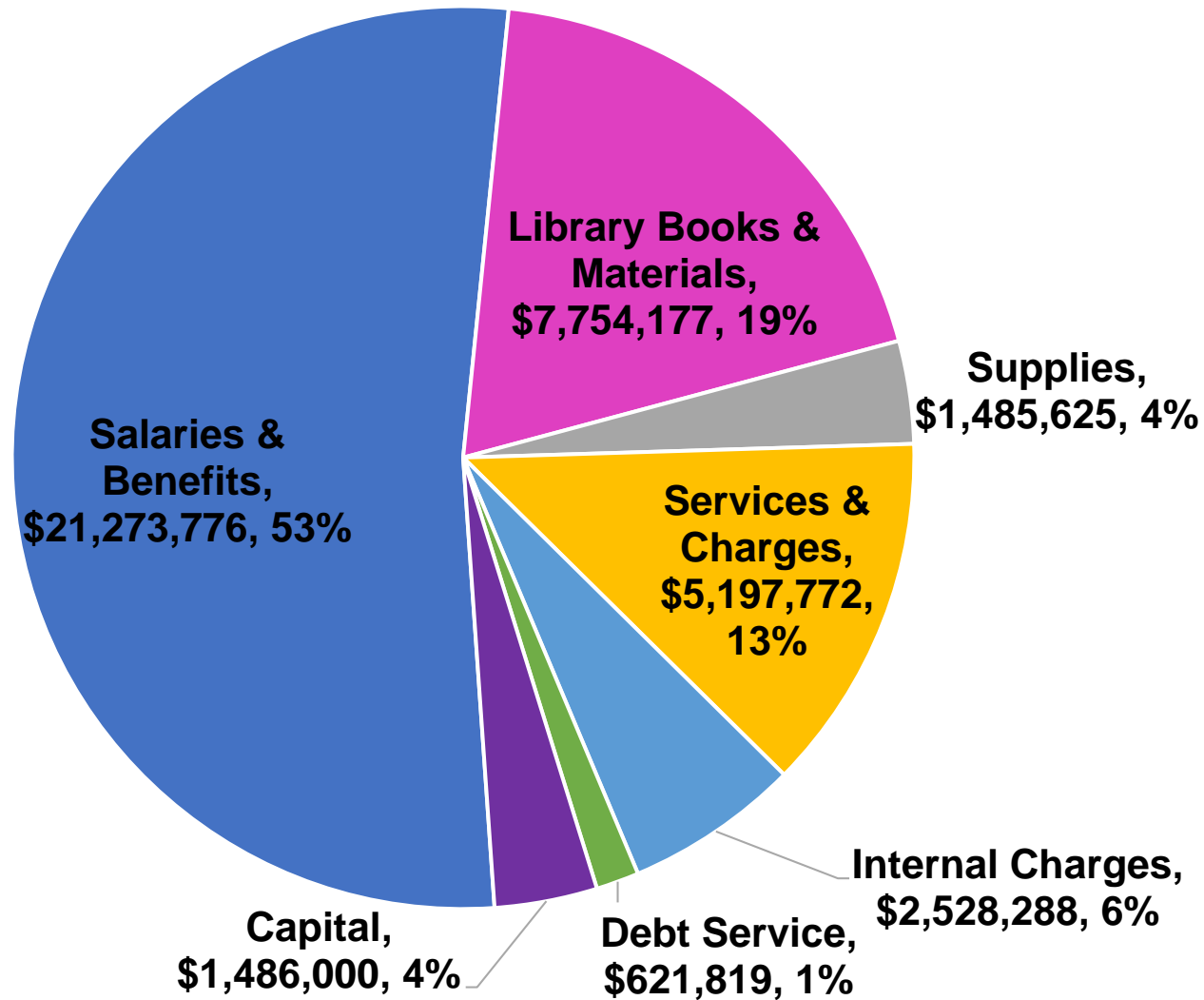
JCPL STAFFING OVER TIME



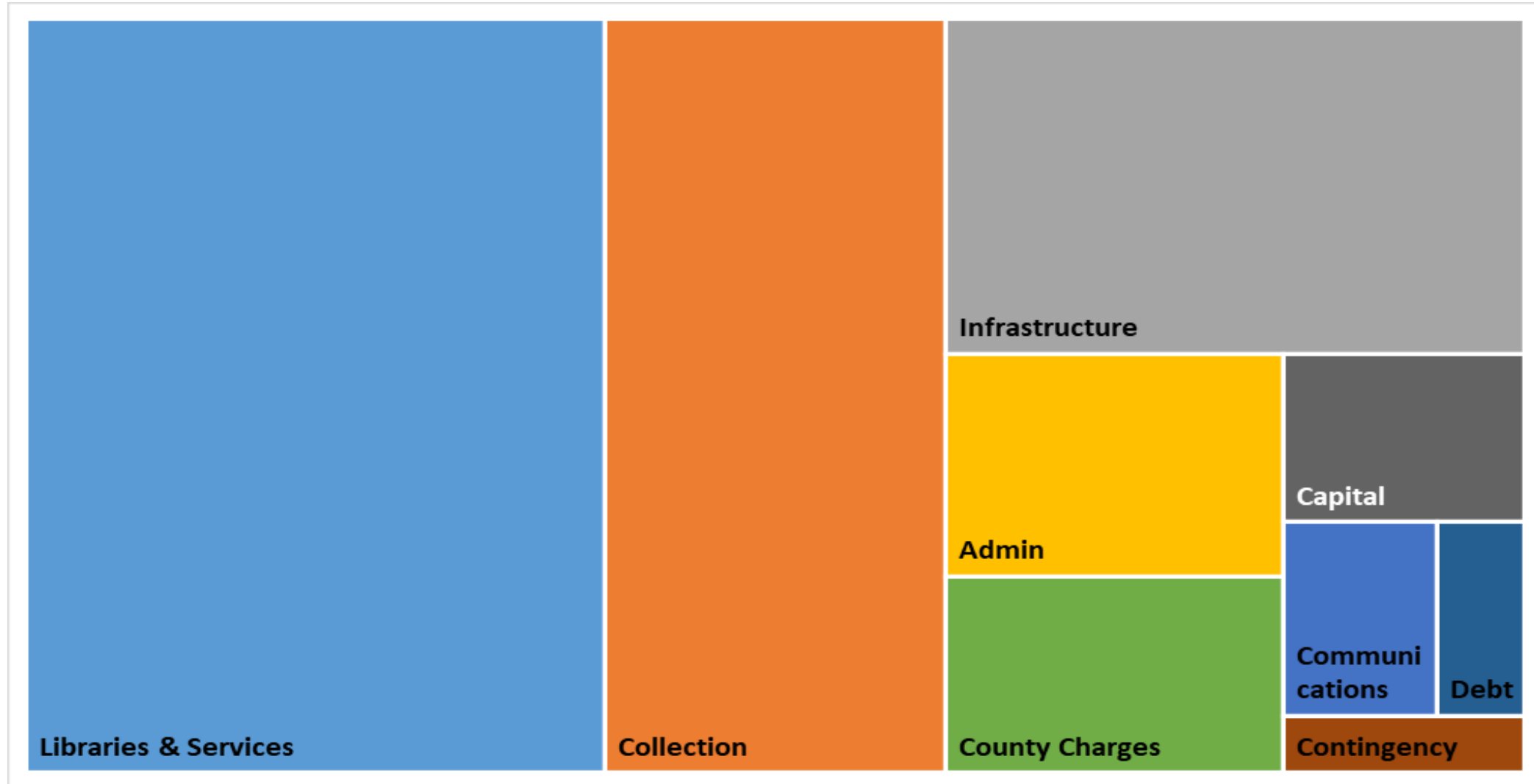
2021 BUDGET: TOTAL PROJECTED REVENUE = \$47,078,996



2021 TOTAL PROJECTED EXPENSES = \$40,347,456



2020 TOTAL PROJECTED EXPENSES = \$40,347,456

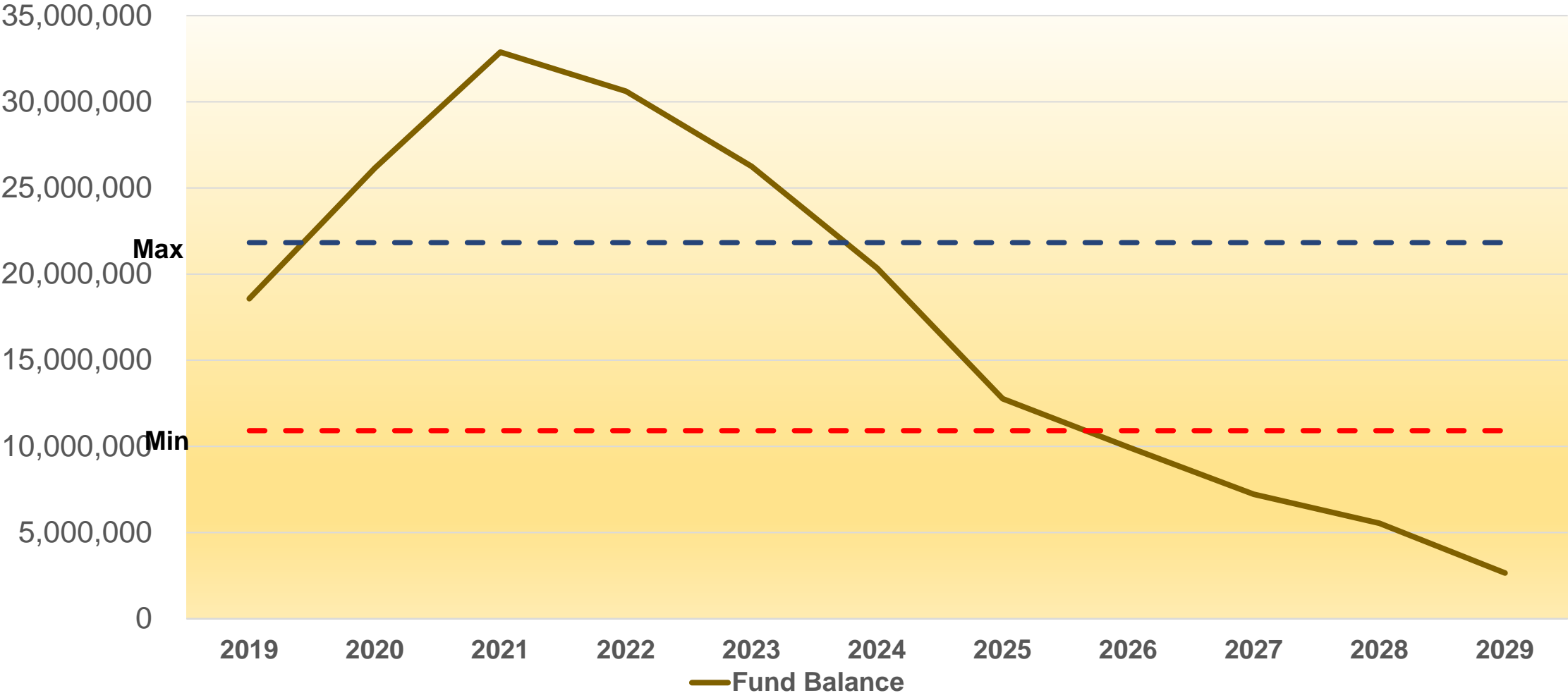


2021 CAPITAL INVESTMENTS



Annual Replacement Plan & On-Going Projects	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Furniture & Equipment	36,000
ARM-03 Computer 5-year Replacement Plan	200,000
ARM-04 Book Sorter Replacement	300,000
ARM-05 IT Infrastructure Replacement	350,000
Total ARM	\$ 1,136,000
Capital Projects	
Alternative Services	350,000
Total Capital Projects	\$ 350,000
Total Capital Improvement Plan	\$ 1,486,000

LONG TERM PLAN: FUND BALANCE





Questions and Discussion

Barbara.Long@JeffcoLibrary.org

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: July 2020

Budget to Actual Tables

The Budget to Actual Tables for June 2020 will be forwarded before the meeting and will include the analysis discussion.

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: June 15, 2020

Budget to Actual Tables May

The Budget to Actual Tables for June 2020 are attached. June is the last month for significant property tax receipts and 98% of budgeted property tax revenue has now been received. This is similar to past years.

Through the end of June, the Library received funding of \$56,345 from the Library Foundation. The Library Foundation also provided \$3,500 in prizes for the Epic STEM event, resulting in total support from the Foundation of \$59,845. In-kind support provided to the Foundation by the Library in 2020 through June is valued at \$36,946 (Ratio of 1.62:1).

June's financial tables include significant capital expenses from the Belmar renovation project and the Library Services Center garage.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2020 BUDGET TO ACTUAL

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 6/30/2020	\$ Variance 2020 Budget	Budget to Actual %
Sources of Funds	4.500		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 43,485,894	\$ (648,731)	-1%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	2,049,043	(116,637)	-5%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 45,534,938	\$ (765,367)	-2%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 15,962	12%
Fines & Fees	492,731	435,234	239,513	33,069	(206,444)	-86%
Other Revenue	495,000	1,412,272	572,640	503,791	(68,849)	-12%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 680,823	\$ (259,330)	-28%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 46,215,761	\$ (1,024,698)	-2%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,311,685	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	24,339,094		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 21,876,666		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 7,003,186	\$ (8,932,550)	-56%
Benefits	4,818,086	4,370,694	5,288,399	2,139,568	(3,148,831)	-60%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 9,142,754	\$ (12,081,380)	-57%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 4,168,670	\$ (3,966,520)	-49%
Supplies	1,612,418	1,343,599	1,449,965	513,278	(936,687)	-65%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	1,963,828	(2,950,755)	-60%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	1,415,153	(836,051)	-37%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 17,203,683	\$ (20,771,393)	-55%
Financing & Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ 53,407	\$ (1,357,014)	-96%
Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 16,166,646	\$ 4,619,577	\$ (11,547,069)	-71%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 21,876,666	\$ (33,675,476)	-61%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2020 BUDGET TO ACTUAL

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 6/30/2020
Beginning Fund Balance	\$ 18,164,234	\$ 19,529,543	\$ 19,529,543	\$ 24,364,581
Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 44,166,717
Capital Funding	1,949,693	1,927,979	2,165,680	2,049,043
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 46,215,761
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 17,203,683
Debt Service	1,448,432	1,448,432	1,410,421	53,407
Capital Projects	9,827,586	3,675,157	16,166,646	4,619,577
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 21,876,666
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,311,685)	\$ 24,339,094
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,217,858	\$ 48,703,675
Committed to Capital Projects		\$ 5,897,205		
Reserve Fund Balance		\$ 18,467,376		

Reserve Fund Balance Policy Calculation

	2018 Budget	2019 Actual	2020 Amended Budget	2020 Actual
Year-End Reserve Fund Balance		\$ 18,467,376		
16% - Current Year Budgeted Revenues	\$ 6,959,353		\$ 7,558,473	
9% - Current Year Budgeted Revenues - Uncertainty	3,914,636		4,251,641	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 10,873,989		\$ 11,810,115	
50% of Current Year Budgeted Revenues	\$ 21,747,977		\$ 23,620,229	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 21,747,977		\$ 23,620,229	
Above/(Below) Minimum (FLOOR)		\$ 7,593,388		
Above/(Below) Maximum (CEILING)		\$ (3,280,601)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2020 BUDGET TO ACTUAL

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 6/30/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 43,485,256	\$ 45,960,543	\$ -
Delinquent Taxes	105,503	81,612	48,032		48,032	-
Prior Year Cancellations	(80,608)	(223,412)	(385,353)		(385,353)	-
Urban Renewal	(996,510)	(1,068,555)	(1,509,624)		(1,509,624)	-
Penalties & Interest	23,330	47,267	21,027	639	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 43,485,894	\$ 44,134,625	\$ -
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	10,529	40,000	(67,950)
Charges for Services	127,731	125,659	131,563	22,541	131,563	-
Investment Income	322,000	1,122,445	322,000	244,318	322,000	-
Library Foundation	85,000	177,817	160,000	56,345	160,000	-
E Rate Revenue	88,000	93,865	90,640	47,841	90,640	-
Other Revenue	-	18,145	-	7,847	7,847	7,847
Transfer				147,441	147,441	147,441
Total Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 44,166,717	\$ 45,162,116	\$ 87,338
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 6,336,784	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		145,222	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	520,103	2,146,611	-
Overtime	7,130	2,719	5,130	1,076	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	2,139,568	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 9,142,754	\$ 21,224,134	\$ -
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 2,943,207	\$ 6,691,154	\$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	1,059,151	1,285,686	-
Library Periodicals	197,880	122,274	158,350	166,312	166,312	7,962
Sub-Total Library Collections	8,139,065	7,777,885	8,135,190	4,168,670	8,143,152	7,962
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 513,278	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,869,464	4,914,583	1,963,828	4,914,583	-
Vehicles	-	-	-	-	-	-
Direct Internal Charges	196,182	143,837	164,067	49,560	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	572,919	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	792,674	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 3,892,259	\$ 8,615,752	\$ -
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 17,203,683	\$ 37,983,038	\$ 7,962

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2020 BUDGET TO ACTUAL

Sources and Uses of Funds	2019 Budget	2019 Actual	2020 Budget	YTD Actual 6/30/2020	Projected Year End 2020	Variance 2020 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 539,667	\$ 539,667	\$ 552,073	\$ -	\$ 552,073	\$ -
Interest - Arvada (2005-2024)	82,192	82,192	69,294	34,647	69,294	-
Principal - Refunding Series 2013	608,264	608,264	608,265	-	608,265	-
Interest - Refunding Series 2013	61,695	61,695	31,303	15,088	31,303	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	14,472	14,472	7,343	3,672	7,343	-
Total Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ 53,407	\$ 1,410,421	\$ -

Arvada

Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

Build America Bonds

Total Issue \$6,293,000
Term 2011-2020
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2020 BUDGET TO ACTUAL

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Budget	2020 Amended Budget	YTD Actual 6/30/2020	Projected Year End 2020	Variance 2020 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,949,693	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ 2,049,043	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	3,248,054		2,267,039	2,267,039		2,267,039	-
Total Sources of Funds	\$ 5,197,747	\$ 1,927,979	\$ 4,432,719	\$ 4,432,719	\$ 2,049,043	\$ 4,432,719	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 329,559	\$ 238,497	\$ 250,000	\$ 307,000	\$ 96,906	\$ 307,000	\$ -
ARM-02 Furniture & Equipment	36,000	16,175	36,000	36,000	5,148	36,000	-
ARM-03 Computer Replacement Plan	250,000	200,868	180,000	180,000	80,516	180,000	-
ARM-04 Book Sorter Replacement	250,000	59,862	300,000	470,000	125,027	470,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	119,841	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	14,645	450,000	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 72,000	\$ -	\$ -	\$ 41,000	\$ 33,108	\$ 41,000	\$ -
2017 Projects							
17-13 Standley Lake Outdoor Learning Env.	\$ 67,014	\$ 72,195	\$ -	\$ -	\$ -	\$ -	\$ -
2018 Projects							
18-05 Evergreen Parking Lot	\$ 172,000	\$ 175,008	\$ -	\$ -	\$ -	\$ -	\$ -
18-07 LSC Garage & Loading Dock Planning	169,531	46,948	-	122,583	110,865	132,067	(9,484)
18-08 Bookmobile Replacement	400,000	-	-	547,441	3,500	547,441	-
2019 Projects							
19-01 Standley Lake Clerestory Roof	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-02 Document Management System	160,000	-	-	160,000	46,539	160,000	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -	140,000	\$ -
Multi-Year Construction Projects							
17-07 Edgewater Library	139,175	139,175	-	-	-	-	-
18-01 Belmar Library Remodel	6,947,307	2,344,785	-	4,602,522	3,956,426	4,602,522	-
19-03 South County Library	350,000	5,900	4,000,000	4,344,100	27,055	344,100	4,000,000
20-02 Golden Library	-	-	4,396,000	4,396,000	-	-	4,396,000
Total Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 10,122,000	\$ 16,166,646	\$ 4,619,577	\$ 7,780,130	\$ 8,386,516

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2020 BUDGET TO ACTUAL

Project	2020 Amended Budget	YTD Actual 6/30/20	YTD Encumbrances 6/30/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 96,906	\$ 69,936	\$ 166,842	\$ 140,158
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	80,516	40,877	121,393	58,607
ARM-04 Book Sorter Replacement	470,000	125,027	58,444	183,471	286,529
ARM-05 IT Infrastructure Replacement	370,000	119,841	-	119,841	250,159
Library Alternative Services	450,000	14,645	-	14,645	435,355
16-14 High Availability Internet Redundancy	41,000	33,108	-	33,108	7,892
18-07 LSC Garage & Loading Dock	122,583	110,865	21,202	132,067	(9,484)
18-08 Bookmobile Replacement	547,441	3,500	-	3,500	543,941
19-02 Document Management System	160,000	46,539	33,461	80,000	80,000
Multi-Year Projects Construction Projects					
18-01 Belmar Library Remodel	4,602,522	3,956,426	461,960	4,418,386	184,136
19-03 South County Library	4,344,100	27,055	62,294	89,349	4,254,751
20-01 Arvada HVAC Upgrade	140,000	-	-	-	140,000
20-02 Golden Library	4,396,000	-	-	-	4,396,000
Total Capital Projects	\$ 16,166,646	\$ 4,619,577	\$ 748,174	\$ 5,367,751	\$ 10,798,895

Belmar Library Renovation Project to Date - Budget to Actual

June 30, 2020

Project Description

JCPL is rennovating the Belmar Library to reflect new trends in library service, make better use of available space, increase safety for patrons and library staff and to update furnishings and fixtures. The Belmar Library first opened in 2000 and was last updated in 2007.

Project Budget

\$350,000 2018 Phase I Planning Budget

\$6,423,500 2019 Original Project Budget

\$270,000 2019 Additional funding, approved 7/25/19

\$7,043,500 Total Project Budget

2018 Timeline

\$350,000 2018 Budget

\$96,194 2018 Actual

\$253,806 Remaining 2018 Budget

2019 Timeline

\$6,423,500 Board of Trustee approved the 2019 Budget in December, 2018

\$253,806 Board of Trustees approved \$253,806 in project carryover at the Feb 14, 2019 Board Mtg.

\$270,000 Additional funding approved at the July 25, 2019 Board Meeting

\$6,947,306 2019 Project Budget

\$2,344,785 2019 Actual Expenses

\$4,602,521 Remaining 2019 Budget

2020 Timeline

\$4,602,522 2020 Budget

\$3,956,426 2020 Actual

\$646,096 Remaining 2020 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
June 30, 2020

	Design & Engineering	Owner's Requirements (Rep)	Construction	Survey, Testing, Permits	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
Revised Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
2018 Actual								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
Total 2018	49,400	46,794	-	-	-	-	-	96,194
2019 Actual								
Jan								-
Feb	32,805	19,808						52,613
March								-
April	32,382	9,829						42,211
May	33,078	9,904		4,190				47,172
June								-
July	86,833	12,500		300				99,633
August	109,117	17,320	9,900					136,337
September	196,341	8,660	3,300	11,761		1,530		221,592
October	22,525	8,860			25,534	64,910		121,829
November		10,160	465,571		1,211	930		477,872
December	63,303	17,520	872,655	1,730	150,470	39,849		1,145,527
Total 2019	576,384	114,561	1,351,426	17,981	177,215	107,219	-	2,344,785
2020 Actual								
Jan	850		(48,666)		71,400			23,584
Feb		8,760	881,204	5,926	5,107	17,836		918,833
March	50,630	9,760	1,183,971		108,165	142,770		1,495,296
April	13,900	13,760	792,159		54,289	453		874,561
May			237,798		30,624			268,422
June	29,483	14,400	235,853	2,150	90,885	2,960		375,731
Total 2020	94,863	46,680	3,282,319	8,076	360,470	164,019	-	3,956,426
Total Expenditures	720,647	208,034	4,633,745	26,057	537,684	271,239	-	6,397,405
Remaining Budget	\$ 30,338	\$ 11,966	\$ 14,455	\$ 13,943	\$ 200,316	\$ 103,935	\$ 271,141	\$ 646,095

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



To: Donna Walker

From: Rex Whisman, Director of Strategy and Engagement

Re: 2020 Mid-Year Report

Date: July 8, 2020

2020 Mid-Year Report

The following is a summary of highlights from the first half of 2020. Below is a detailed description of JCPL's multitude of accomplishments and adjustments in response to COVID – 19, and the updated 2020 projects that support JCPL's initiatives and strategic priorities for the remainder of the year and guide our path forward.

Strategic Planning and Pandemic Response

A draft of the 2020- 2025 strategic plan was presented to the Jefferson County Public Library Board of Trustees at the January 16, 2020 board meeting, including the plan's:

- Planning Process and Prioritization
- Strategic Framework- Ends Statements, Strategic Priorities and Initiatives
- Success Measures and Targets

The five-year plan was well received in the January meeting. A few adjustments to the plan were recommended, which were completed and shared at the March 12, 2020 Study Session, along with a presentation on the projects that support the strategic plan's initiatives for 2020.

Implementation of the five- year strategic plan was interrupted when the Library closed to the public on March 15, 2020, requiring the Library's Continuity of Operations Plan (COOP) be launched in response to COVID – 19. A Pandemic Team was formed comprised of strike teams to perform the tactical execution of the COOP's essential functions.

For the past two months, the Library has implemented a gradual return to in-person services and staff have been activated to meet patron needs through curbside service. As the Library moves forward with a tiered approach to serve patrons inside our libraries, the Library has reignited operations and some strike teams have been disassembled.

Strategic Adjustments

The Library's response to COVID – 19 and continuing to serve our patrons in a safe, timely and effective manner through expanded online services and a gradual return to in-person services has confirmed that the Board's end statements, and the Library's strategic priorities and initiatives remain relevant and can serve as guideposts to ensure future viability.

In order to maintain the health and safety of our stakeholders and to provide effective in-person and online services for the remainder of 2020, several projects presented last March have been expanded or delayed, while new projects have been created.

Towards the Next Normal

Now is the time to reflect on the past six months and take great pride in our accomplishments during the first half of 2020. Now is also the time to refocus our attention on our five-year strategic plan and make appropriate adjustments to short-term and long-term planning. Posting the 2020 – 2025 public facing strategy plan was delayed a few months, while success measures and targets are reviewed and modified, and is in the process of being updated as much as possible when all previously known targets are no longer valid.

Our mission, vision, values, end statements and strategic priorities have served us well during these uncertain times and will guide us towards success in the next normal.

Jefferson County Public Library's Response to the 2020 Pandemic

The COVID-19 pandemic changed the way all of us in Jefferson County work and serve our community. JCPL, along with all of you, had to adapt quickly to the situation. When all library buildings were required to close to the public on March 15, 2020, we immediately turned to our core values of innovation, accountability and excellence to find creative ways to help our community during this unprecedented time.

As we have just passed the four-month milestone, JCPL would like to share an overview of our response with the community: the innovations and progress we made in an effort to meet the needs of our community during these uncertain times.

1 ENSURING SAFETY OF EMPLOYEES AND PATRONS

JCPL adheres to the legal requirements and guidelines set by the Colorado Department of Public Health and Environment, Jefferson County Public Health and the Centers for Disease Control and Prevention. Our first priority was the health and safety of our community and staff. We followed recommendations to keep buildings closed to the public and limit gatherings of people and any contact between them.

Personal protective equipment, including required gloves and face coverings for employees, was allocated, and strict cleaning and sanitizing protocols were instituted. Training on how to safely work in locations and with our patrons has been ongoing.

As JCPL has initiated new services to meet patron needs, safety protocols continue to govern our policies. Staff designed a workflow for curbside services that allowed all parties to remain contactless as well as socially distanced, where all people remain at least six feet apart from each other. In the next stage of adapting to a limited form of in-person services, new workflows and guidelines will be created.

"We intend to provide in-person services in an incremental manner, while keeping the safety of our staff and our community the highest priority," Director of Libraries Julianne Rist said. "We will align our processes with other county agencies and neighboring library systems, and adhere to and follow guidelines from health authorities and our governor."

The processes of determining how to handle returns from patrons and how to deliver holds to them underwent a similarly intensive approval procedure. All items returned to our libraries sit in quarantine for 72 hours before being handled by members of JCPL staff. Even then, staff has been handling those materials with approved PPE.

"We have created a set of processes approved by Jefferson County Public Health," Public Services Manager Julianna Sipeki said. "Every scenario we have faced has

come with its own unique challenges, and every procedure we design runs through a rigorous approval process.”

2 BEHIND THE SCENES

In responding to the pandemic crisis, JCPL turned to its Continuity of Operations Plan (COOP), and initiated a Pandemic Team, with Julianne Rist as the Pandemic Team Chief. Membership of the pandemic team evolved over time, with representatives from each Library division. The focus was initially on staff and community safety and adapting library resources and services to meet patron needs.

DeLace Munger, our Safety and Security coordinator, served a vital role in the county emergency management response and keeping JCPL aligned with the county. Specialized strike teams were formed to address Library needs, such as communicating with patrons and providing personal protective equipment (PPE) to on-site staff. Eventually a total of 11 strike teams were formed: ILS Strike Team led by Lizzie Gall; Deliveries Strike Team led by Marc Calder; Communications Strike Team led by Deirdre Keating; Board of Trustees Strike Team led by Bernadette Berger; Programming Strike Team led by Cindy Jaye; Community Partnerships Strike Team led by Padma Polepeddi; Call Center Strike Team led by Rene Yaws; Stimulus Strike Team led by Barbara Long; PPE Strike Team led by Amber Oeltjenbruns; Staff Connections Strike Team led by Sharon Koenig; and the Statistics Strike Team led by Monica Rezac.

In April, a new group formed, our Gradual Return to In-Person Services Team (GRIST), which focused on slowly increasing access to physical materials, technology, space and staff so that patrons are able to gain access to a full spectrum of library resources as it becomes safer to do so.

Throughout the pandemic, our executive team met, usually daily, to address the constantly evolving situation and determine our strategic approach to meeting the needs of the community while maintaining the safety of our staff and community as the top priority.

3 EXPANDING THE ONLINE LIBRARY

Even though the pandemic changed many of our normal operations and hours, it did not change our commitment to providing excellent content and resources. No other event has so clearly shown that a library is so much more than a building.

In the immediate days following the original Stay-at-Home order, we shifted our resource purchases to digital, increased our collection of e-books and audiobooks, and expanded our database subscriptions to allow greater access to online resources.

Many patrons who had previously never tried an e-book or audiobook discovered the thousands JCPDL offers to enjoy from the comfort of home. Our online guides and Call Center were essential tools to help patrons access information in new ways.

Others discovered the ability to find great kids' content, critically acclaimed movies, inspiring documentaries, award-winning foreign films and more via [Kanopy](#) and [Hoopla](#).

There was a resurgence of interest in news, and we were happy to help them avoid public newsstands by offering the latest edition of all their favorite newspapers and magazines digitally with [Flipster](#), [RBdigital](#) and other online Library resources. We also introduced many first-time users to Newsbank, one of the most comprehensive news databases in the world, and ProQuest, where one can browse daily headlines from top news outlets.

We also offered parents and teachers numerous resources as they had to quickly adapt to online learning. Resources such as [CreativeBug](#) and [TumbleBooks](#) helped them discover our online collection of animated talking picture books and chapter books in a format kids love. They found access to read-a-longs, videos, books in Spanish, puzzles, games and more in TumbleBooks, while Creativebug offered online video classes taught by recognized design experts and artists.

4 ADAPTING SERVICES BASED ON PATRON NEEDS

On March 20, we reminded our patrons that there was no need to worry about late fees, and communicated that all due dates had been extended. We began a series of weekly emails to all patrons, addressing academic support, mental health and humor, new resources and our plans for each stage of expanding services.

We configured Interlibrary Loan to automatically renew materials and extend due dates, while working with Prospector to suspend participation until further notice.

We extended the expiration dates for temporary library cards, while also giving temporary cardholders access to all electronic resources and most print materials. Our website shared how to request a temporary library card and more than 5,100 community members became new Library patrons, confirming our belief that the community needs the Library now more than ever.

When materials became available via curbside service, we enabled magazines to be placed on hold, and increased the hold limits to 99 items per patron. This gave patrons greater access to our collection while they are unable to physically visit their library.

Our Call Center adapted to the challenges of Stay-at-Home and offered patrons a personal contact, to answer questions, offer resources, and help patrons access their account. Since our closure in March, we have answered more than 16,400 questions via phone call and emails.

5 REINVENTING PROGRAMS FOR VIRTUAL PLATFORMS

Since the closure, JCPL has adapted many of its programs to a virtual platform seamlessly, and has piloted many new programs that offer resources in a different format. Library programming is still in the process of creating more fun and informative opportunities for Jefferson County.

In all, JCPL has launched over 250 programs during the shutdown, which more than 8,600 people have attended. These programs are being offered through Facebook Live, the JCPL YouTube channel, Webex, and a Call-In option. A small sample of our programming over the past three months includes multiple Story Times, mental fitness sessions, martial arts lessons for kids, Dungeons & Dragons games for teenagers, writers' workshops, trivia games and watch parties.

"We have been able to offer a lot of programming and utilize a lot of resources," Public Services Manager Cindy Jaye said. "Because of our access to several different venues, we are able to create a variety of programs that represent our entire community, all age groups, Spanish speakers, those who have access to technology as well as those who either don't feel comfortable with it or don't have access to internet connections. And people are coming."

In addition, the popular [Explore Summer Reading Program](#) has adapted the majority of its programming to a virtual format and this year's theme, Imagine Your Story, invites patrons to customize their Summer Reading adventure.

6 PARTNERING TO MEET COMMUNITY NEEDS

JCPL partners with other county organizations, such as Jefferson County Public Schools, community nonprofits such as The Action Center, and small businesses to help our county thrive. During this pandemic, a community partnerships strike team was formed to lead collaborations under the new circumstances.

Our first priority was making sure Jeffco Public School teachers, school librarians, students and their families had the resources and information they needed to continue learning. More than 405 Book-a-Librarian appointments were made, offering one-on-one research help.

We collaborated with Adelante, a network of Latinx families and organizations, to provide services, digital literacy trainings and translations. Adelante became a key

partner in sharing the Spanish version of our weekly emails with the Spanish-speaking community.

Resources from across Jefferson County were vetted and compiled to create a community resources page for all patrons.

JCPL continued to make [free Wi-Fi](#) available in Library parking lots to those who may not have internet access at home. Additional Wi-Fi hotspots were acquired and checked out for long-term use to those in need.

The Community Partnerships Strike Team created the “Jeffco WFH Parent Problems” Facebook Group as an outlet to relieve stress, find community, and learn about library resources.

7 ENVISIONING THE NEXT NORMAL

The timeline for opening our buildings during normal business hours is still a moving target, as public health recommendations and guidelines continue to evolve.

Following these guidelines, however, JCPL began to offer curbside services for holds pickups and returns in early May. As of Wednesday, June 24, [these services are available at nine libraries](#) in Jefferson County. The response from our patrons has been positive and encouraging.

Since JCPL began piloting curbside services, 11,533 appointments were made and more than 120,021 holds have been picked up. Standley Lake Library, the first location to offer this service, has been averaging 170 hold pickups per day.

On June 24, Belmar Library began curbside hold pickups on demand, and all locations offering curbside services no longer required appointments. Printing services were also piloted at Edgewater Library.

When health and government agencies, along with JCPH and our executive team, make the decision to begin opening library doors to the public, this will also be done in a gradual fashion, consistent with public health recommendations.

“What will that look like? Perhaps a limit of people who can be in the building at the same time,” Executive Director Donna Walker said. “Social distancing measures of six feet between people will be in place, facial coverings will be required. Frequent cleaning and sanitizing will be implemented. We will follow best practices and adapt. But our virtual programming will continue, and we will be providing services and resources to our community in new ways, possibly ways none of us have previously imagined.”

8 COVID-19 TIMELINE

At times it feels like it's been longer than four months since the pandemic caused our entire country to come to a halt. When we look at everything accomplished and the adaptations we've made during an unprecedented situation, we feel proud of our leadership, our strike teams and all of our staff for the hard work they've put into meeting the needs of our community. We are especially thankful to our patrons for their flexibility and patience during this difficult time. Below is a timeline of JCPL actions and milestones during the 2020 COVID-19 pandemic.

March 4: JCPL activates its Continuity of Operations Plans (COOP), and collaborates with Jefferson County's Emergency Management Team on best practices. Custodial staff increase vigilance in wiping surfaces and decontaminating restrooms as well as drinking fountains. Signage is posted in all restrooms on preventative actions such as handwashing.

March 5: Governor Jared Polis announces Colorado's first confirmed cases.

March 10: Executive Director Donna Walker sends message to all staff with information about the fluid situation and the new Pandemic Team.

March 11: The World Health Organization declares COVID-19 outbreak a pandemic.

March 13: National State of Emergency declared. JCPL suspends all large-scale events (more than 250 people). In addition, Conifer Library closes its doors, as Jeffco Public Schools move online.

March 14: All Library programs, classes, events and outreach activity are suspended.

March 15: All JCPL Library locations, book drops and administration close to the public. Jeffco Library Foundation announces they are closed to the public and volunteers, effective immediately.

March 20: Collections team works with online vendors to boost access for patrons. ILS confirms all due dates are extended, all patrons' holds will be kept in place. Communications sends an [email to all patrons](#), highlighting our online library that is open 24/7.

March 21: Various pandemic strike teams are created and implemented to keep the public informed and stay on top of information being shared by JCPH and the CDC. In addition, various Library programs are adapted to virtual format, and other programs are created.

March 25: Governor Polis orders statewide Stay-at-Home order.

March 31: Other pandemic strike teams are implemented. At this point, the number of strike teams reaches 11, and IT responds to increased demands to support staff working from home and online service to our patrons.

April 1: Digital downloads soar, including more than 8,000 unique users who are new to using our digital resources.

April 3: Weekly [e-newsletters](#) to all patrons now include a Spanish version. Programming expands beyond call-in offerings, including Wednesday Night Watch Parties on Facebook, Dungeons & Dragons for Teens, virtual Story Times, and other online services.

April 6: Governor Polis extends the Stay-at-Home Order to Sunday, April 26.

April 10: JCPL Call Center services promoted to the public.

April 13: Connections Strike Team launches Connection Café, a way for staff to connect with each other and our organization via Webex.

April 16: First JCPL “Town Hall” held for all employees.

May 8: Jefferson County moves to Safer-at-Home guidelines.

May 16: Curbside holds pickup begins at Standley Lake Library, a pilot test that is successful.

May 18: JCPL promotes use of free Wi-Fi in its parking lots, a resource that had been in use since closure but not advertised until the Stay-at-Home order was lifted.

May 20-30: Curbside hold pickups continue at eight Library locations. These pickups included contactless exchanges by appointment, and allowed return of materials to Book Drops anytime.

June 1: Explore Summer Reading launches, with the majority of its programs being adapted to a virtual format.

June 16: Curbside printing services open at Edgewater Library for a pilot test, open to all patrons wishing to pick up printed materials.

June 22-26: Curbside holds pickups become available to all patrons without appointments, including at Belmar Library, which has been closed for renovation since fall 2019.

July 13: Standley Lake Library targeted to pilot limited in-person service for patrons inside the building.

2020 Projects Strategy

Strategic Priorities

Create Libraries for the Future | Reach More People | Focus on Building Literacies | Be the Third Place | Grow Sustainably

Projects	New or Expanded	Urgent and Important	Important	New or Reallocated Resources	Status	Initiative
Gallagher	New	x		x	In Progress	Strategic Communications
GRIST	New	x		x	In Progress	Customer Experience and Literacy
Patron and Staff Safety	New	x		x	In Progress	Continuous Process Improvement
Remote Service Support	New	x		x	In Progress	Continuous Process Improvement
Remote Work	New	x		x	In Progress	Continuous Process Improvement
Workforce Remobilization Plan	New	x		x	In Progress	Organizational Change and Development
CARES Act Tracking and Funding	New	x		x	In Progress	Continuous Process Improvement
Creative Technologies	New		x	x	In Progress	Creative Technologies
Stakeholder Engagement Plan and Implementation	Expanded	x		x	In Progress	Strategic Communications
Emerging Technology Services	Expanded	x		x	Planning	Creative Technologies
Mail Delivery	Expanded	x		x	In Progress	Alternative Services
Digital Literacy Training	Expanded		x	x	In Progress	Creative Technologies
Project and Data Management Development		x		x	In Progress	Data and Project Management
New ERP - Workday		x		x	In Progress	Continuous Process Improvement
Data Source Inventory		x			In Progress	Data and Project Management
After Hours Phone Service		x			Planning	Customer Experience and Literacy
Establish continuous process of customer feedback, evaluation and recommendation to meet customer's needs (Savanah, NPS, surveys)		x			In Progress	Customer Experience and Literacy
Hold Lockers		x			In Progress	Alternative Services
IT Infrastructure Improvements		x			In Progress	Continuous Process Improvement
New sorter vendor implementation		x			In Progress	Continuous Process Improvement
Open Plus		x			Planning	Alternative Services

Redeploy Lockers and Vending machine from BL Alternative services		x			In Progress	Alternative Services
Signature Events		x			In Progress	Customer Experience and Literacy
Strategic Plan Implementation			x		In Progress	Strategic Communications
Strategic Planning			x		In Progress	Continuous Process Improvement
1000 Books before Kindergarten			x		In Progress	Customer Experience and Literacy
Adult Services master plan			x		In Progress	Customer Experience and Literacy
Annual All Staff Conference			x		Planning	Organizational Change and Development
Belmar Library			x		In Progress	Library Expansion, Redesign and Construction
Bookmobile			x		In Progress	Alternative Services
Conifer Library			x		In Progress	Library Expansion, Redesign and Construction
Develop Success Measures and Targets			x		Planning	Data and Project Management
Digital Experience master plan			x		Delayed	Customer Experience and Literacy
Diversity & Inclusion master plan			x		Planning	Customer Experience and Literacy
DMS - Digitization of employee records			x		Delayed	Continuous Process Improvement
Document Management System			x		In Progress	Continuous Process Improvement
EDGE Recommendations and Implementation			x		Completed	Creative Technologies
Evaluate operations workflow in the context of new job descriptions and equipment - Delay			x		Delayed	Customer Experience and Literacy
FAC Infrastructure Maintenance			x		In Progress	Continuous Process Improvement
FTE Expansion Plan			x		In Progress	Organizational Change and Development
Implement privacy policy and associated activities			x		Delayed	Customer Experience and Literacy
Kids & Families master plan			x		In Progress	Customer Experience and Literacy
Leadership Development /Succession Planning			x		In Progress	Organizational Change and Development
Library Backbone			x		In Progress	Continuous Process Improvement
Library to You master plan			x		In Progress	Customer Experience and Literacy
Operations master plan			x		Delayed	Customer Experience and Literacy
Patron Experience master plan			x		Planning	Customer Experience and Literacy

Performance Management and Assessment			x		Planning	Data and Project Management
Programming master plan			x		In Progress	Customer Experience and Literacy
Radically Welcoming Training			x		Planning	Customer Experience and Literacy
Safety and Security Master Plan - Implementation			x		In Progress	Continuous Process Improvement
Strategic Partnership Plan and Implementation			x		Planning	Strategic Communications
Teen Services master plan			x		In Progress	Customer Experience and Literacy
Training Master Plan - implementation					In Progress	Organizational Change and Development
Volunteer Management Software					In Progress	Organizational Change and Development
Fine Free					Completed	Customer Experience and Literacy
POS Software and Hardware					Completed	Continuous Process Improvement
Bibliocommons app					Delayed	Customer Experience and Literacy
Collections Visioning - Delay to 2021					Delayed	Customer Experience and Literacy
Creative Technology master plan					Delayed	Creative Technologies
Evergreen Library					Delayed	Library Expansion, Redesign and Construction
Golden Library					Delayed	Library Expansion, Redesign and Construction
HR Master Plan - implementation					Delayed	Organizational Change and Development
Human Resources (HR) master plan - develop - Delay					Delayed	Organizational Change and Development
ILS Evaluation					Delayed	Continuous Process Improvement
Pop-up Libraries					Delayed	Alternative Services
School ID Library Cards		x			Delayed	Customer Experience and Literacy
South County Library					Delayed	Library Expansion, Redesign and Construction
Van					Delayed	Alternative Services
Vending					Delayed	Alternative Services

Totals	12	22	32	14
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ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: July 6, 2020

RE: Fransen Pittman Naming Agreement

Fransen Pittman Naming Agreement

Total Donation:

\$1,000 to name the bike rack at the redesigned Belmar Library. (Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Fransen Pittman for a \$1,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
BELMAR/FRANSEN PITTMAN DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this 1st day of July, 2020, is between Fransen Pittman (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of \$1,000 (the “Donation”) for the bike rack in the redesigned Belmar Library; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of \$1,000, payable in one lump sum on or before May 31, 2020, (July 2020 due to COVID delays/closings) to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.
10790 W 50th Ave., Suite 200
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name the bike rack in the redesigned Belmar Library and as an expression of appreciation the following text shall be displayed at the project site:
Fransen Pittman, General Contractors
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
 - b. Duration:

These naming rights are will last through July 31, 2030. (Date Extended due to COVID) Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.
- Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.

10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this 1st day of July, 2020.

Donor:

By: 
Vanda Howell, Representative, Fransen Pittman

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

Operational Updates

Public Services

MEMORANDUM

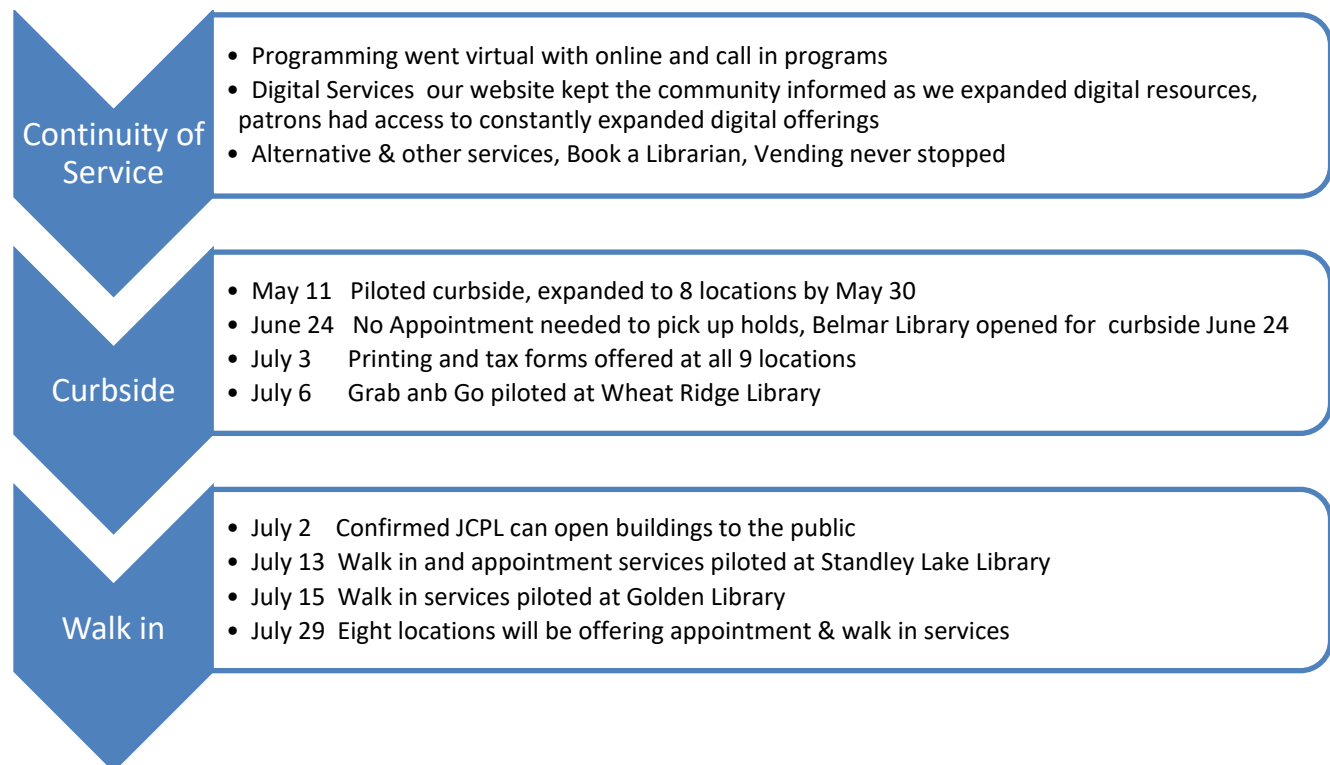


TO: Donna Walker, Executive Director
FROM: Julianne Rist, Director of Libraries
RE: Return to In-Person Service
DATE: July 8, 2020

Summary

At the June 18, 2020 Board meeting, the Library Board of Trustees heard about the vision and purpose of Jefferson County Public Library's return to in-person services. This included information about our tiered approach to services. While our plans and processes might have changed during the last 16 weeks that our buildings were closed to the public, our strategy has remained constant. We will provide library services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community our first priority. We will adhere to, and follow, current orders and guidelines from governing authorities.

Tiered Approach to Providing Library Services



MEMORANDUM



Welcoming the Public Back into our Buildings

We are excited to welcome our residents back into our buildings. The health and safety of our staff and patrons is our top priority. We will be following current safety and cleaning protocols in all our locations. JCPL will be offering limited indoor library services at most of our locations. Libraries will look different and staff has been working hard to be ready for our first visitors.

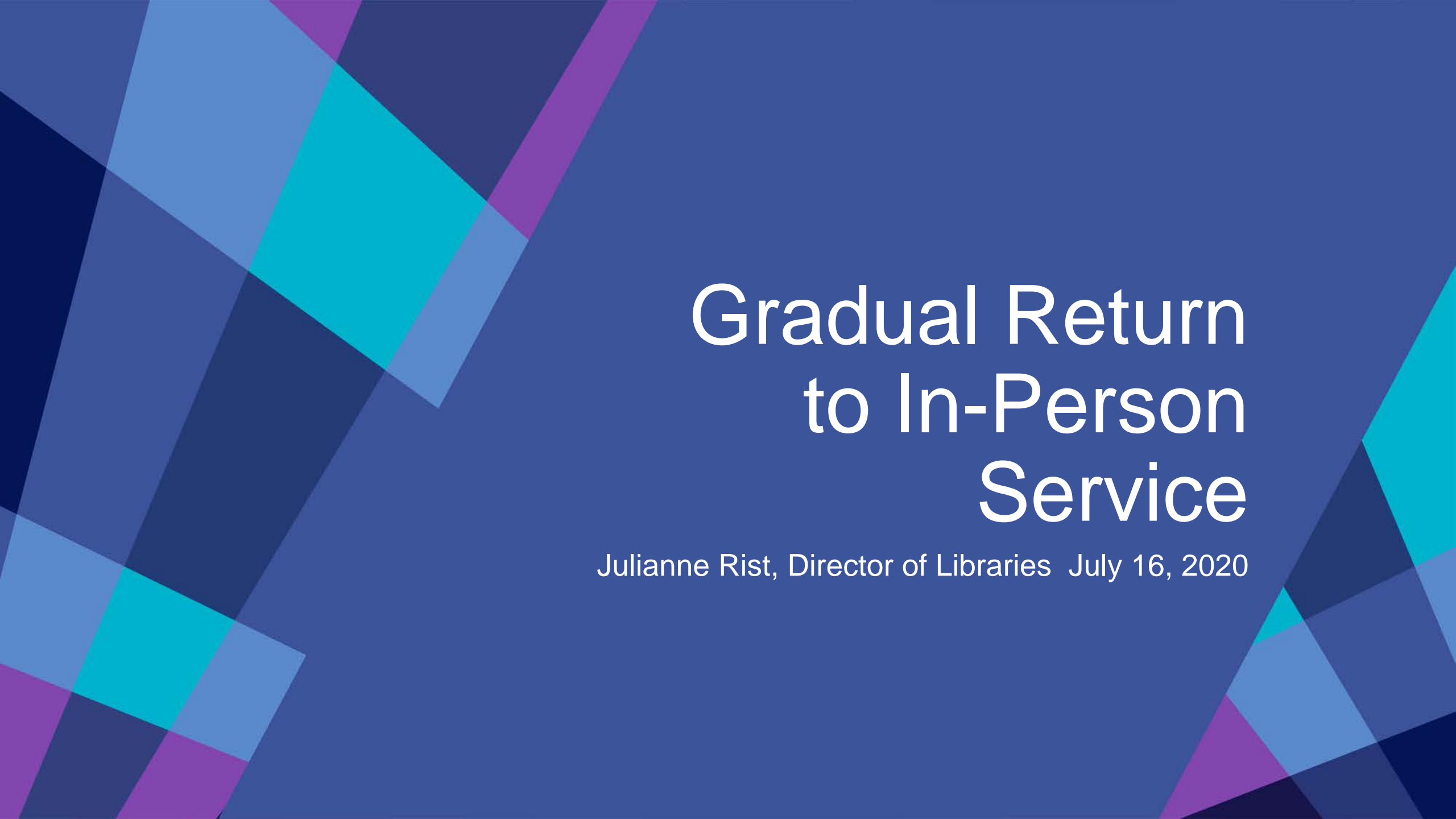
- Information has been sent to patrons and posted on the website on what to expect when they come into the library.
- Furniture and equipment have been removed or repositioned for social distancing.
- Buildings will be operating at 50% capacity so there may be a wait to come in. Staff will monitor the number of patrons at all times.
- Physical materials will continue to be quarantined.

Services and spaces available

- Curbside service will continue.
- Patrons now have the choice to utilize curbside or come in to pick up their holds.
- Computers are available for one 60 minute session per day.
- Copiers and faxing are available.
- Study rooms are available for one 60 minute session per day with limited numbers per room.
- Patrons are welcome to browse books, DVDs, audiobooks & other items in the collection and choose items they would like to check out and take home.
- Programming will continue with online and call in options.
- Online resources and materials will continue to be expanded.
- Special hours will be available for vulnerable and at-risk individuals.

Desired Outcomes and Results

Jefferson County Public Library has created new ways to work effectively and remotely during these challenging and uncertain times. We have collaborated to ensure the well-being of our staff and community. Due to the constantly changing environment, this plan will continue to evolve, with immediate priorities covering the next 4-6 weeks. This plan is a living document that will be updated and adjusted regularly to meet the current needs of our community.



Gradual Return to In-Person Service

Julianne Rist, Director of Libraries July 16, 2020

Tiered Approach to In-person Services



Appointment
& Walk In
Services

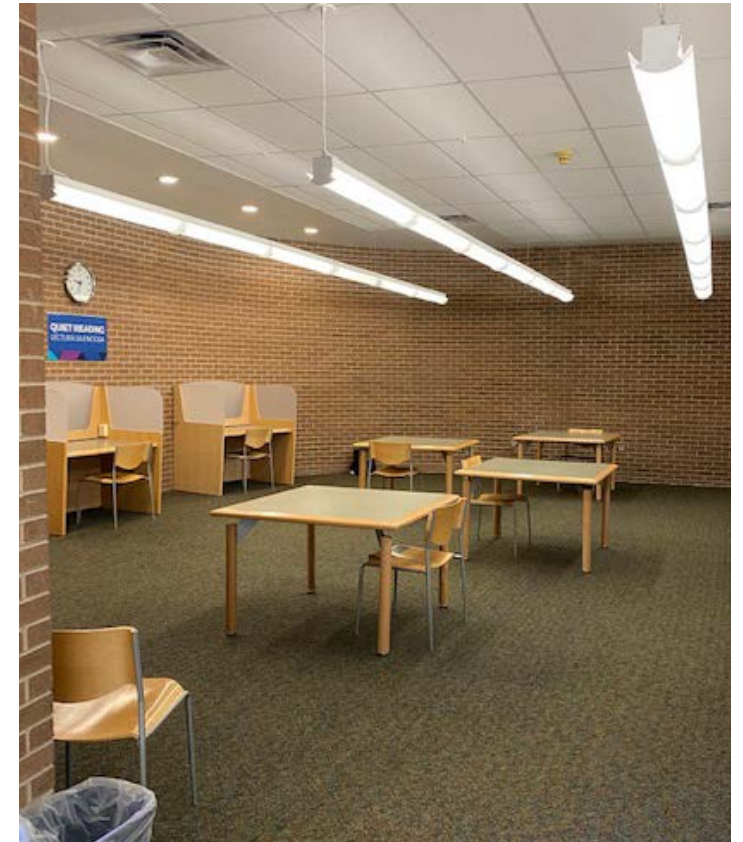


Walk In
Services

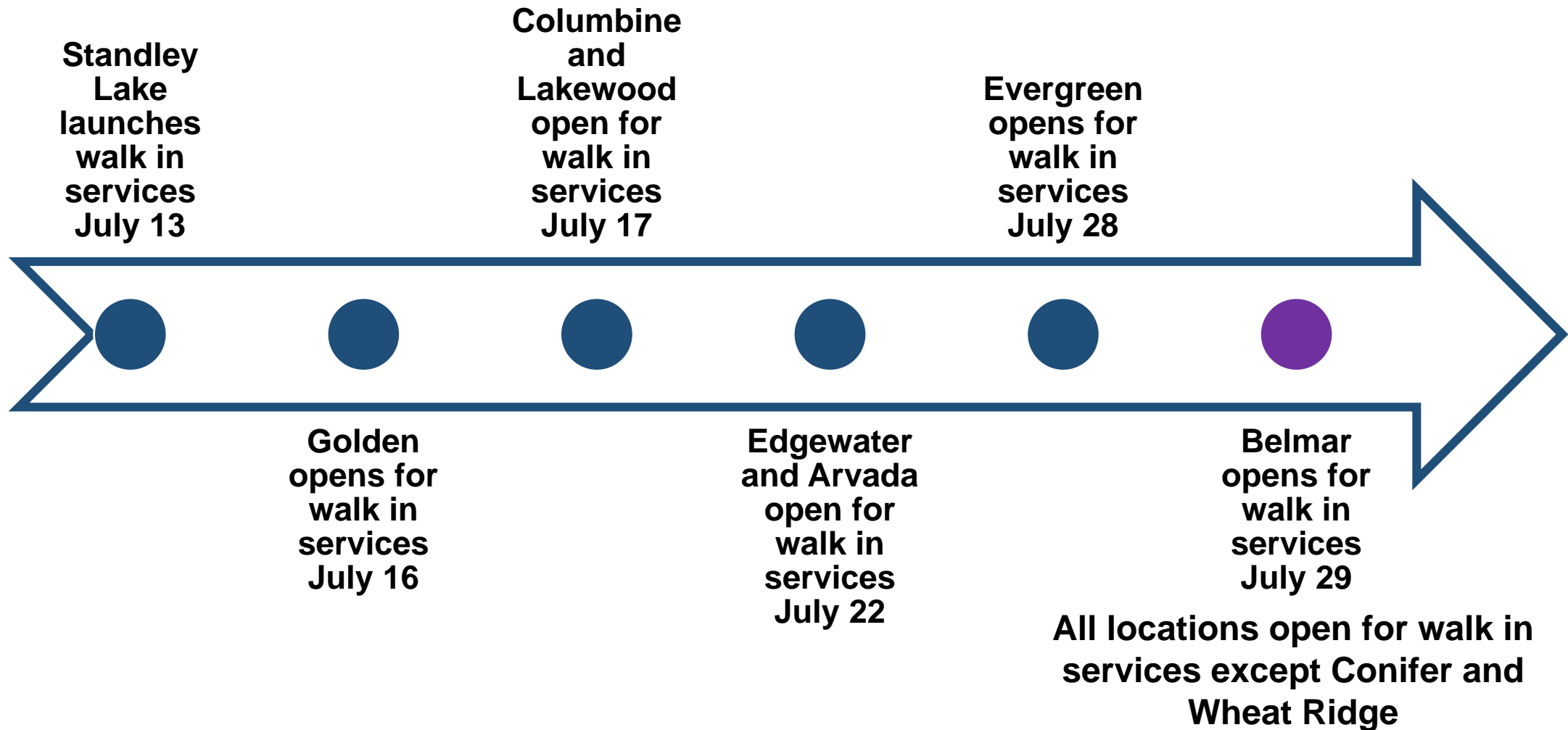


WHAT TO EXPECT

Libraries
will look
different



WALK IN SERVICES TIMELINE



SUMMER HOURS



- **Walk In Services**

- Monday – Saturday
 - 10:00 am – 1:00 pm
 - 2:00 – 5:00 pm
 - Closed 1:00 – 2:00 pm for cleaning
- Special hours for vulnerable populations
 - Mondays, Wednesdays & Saturdays 9:00 – 10:00 am

- **Curbside Services**

- Monday – Saturday 10:00 am - 5:00 pm
- Sunday 12:00 – 5:00 pm



CONTINUATION OF SERVICES



- Curbside
- Online & Dial In Programming
- Digital Services
- Alternative Services
 - Bookmobile
 - Books by mail
 - Hold Lockers & Vending
- Other Services
 - Book A Librarian
 - Outreach

QUESTIONS?



ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Debbi Mikash, Library Collections Manager

DATE: June 3, 2020

RE: First Annual Renewal of EBSCO Subscription Services Contract

History of Contract: Ebsco Subscription Services, Contract Renewal

In June of 2018 the Board of Trustees authorized Jefferson County Public Library to make EBSCO our vendor for subscription services. EBSCO provides JCPL with one access point to deal with our thousands of periodical subscriptions, thus streamlining the process of managing these subscriptions by JCPL staff. The approved contract allows us to renew it annually for four additional years. This is the second renewal of this contract. EBSCO continues to provide us with excellent customer service as outlined in our original RFP.

Total Cost:

This contract has a "not to exceed" amount of \$200,000.

Budget:

70082.426490 Books and Materials

Action Requested:

I am recommending that we continue to use EBSCO as our vendor for subscription services. I am asking the Library Board of Trustees to authorize the Executive Director to sign a renewal of the contract with EBSCO. This expenditure is within the approved 2020 budgeted amount. **This item will be placed on the consent agenda for the August 13, 2020 Special Library Board meeting unless otherwise instructed by the Board.**

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Padma Polepeddi Assistant Director of Library Experience

DATE: June 29, 2020

RE: Jefferson County Public Library (JCPL) Intergovernmental Agreement with the Foothills Park & Recreation District

History: Alternative Service Delivery in South County

The Intergovernmental Agreement between JCPL and Foothills Parks & Recreation District was approved by our Board in May 2020. Since the approval, there have been four changes to the agreement that are listed below. Additionally, the County Attorney has reviewed and approved these changes.

1. The date of the agreement has been changed from May 1, 2020 to June 17, 2020.
2. Section 2.7 of the agreement describing the cost of electricity to be paid by JCPL has been changed from *"The Library will be responsible for paying a pro rata share of Foothill's electricity costs, calculated based upon the energy use of the Project."* to *"The Library will be responsible for paying \$30.00/month fee of Foothill's electricity costs."*
3. Section 2.11.ii that detailed automobile insurance liability requirements for D-Tech, the company installing the Book Locker, has been removed.

"2.11.ii - Automobile Liability Insurance. A policy or policies of comprehensible automobile liability insurance, include statutory personal injury protection and uninsured motorist coverage, insuring the Contractor and naming the Library and Property owner as additional insured against any liability for personal injury, bodily injury, death or property damage arising out of the use of any motor vehicles in connection with the performance of the Services, on or off the site, whether the motor vehicles are owned, non-owned or hired. Coverage amounts shall be maintained at the levels set forth in such policy/ies, which shall be no less than a combined single limit of \$1,000,000. The limits of such insurance shall not limit the liability of the Contractor hereunder."

4. Section 5.2 has been removed.

"5.2 - The continuation of this Agreement beyond the initial fiscal year is contingent upon funds for that purpose being appropriated, budgeted, or otherwise made available by the governing body of each party. Any party shall have the right to withdraw its participation from this Agreement with 30 days written notice to the other parties in the event that its governing body does not appropriate, budget, or otherwise make funds available for the purpose of fulfilling its obligations under the Agreement for any subsequent fiscal year."

Next Actions:

We recommend the Board of Trustees authorize the Executive Director to enter into a revised Intergovernmental Agreement with the Foothills Parks & Recreation District to place the alternative delivery systems at the Ridge Recreation center.

INTERGOVERNMENTAL AGREEMENT
FOR INSTALLATION OF LOCKER AND VENDING SYSTEMS

THIS INTERGOVERNMENTAL AGREEMENT FOR INSTALLATION OF LOCKER AND VENDING SYSTEMS (the "Agreement") dated for reference purposes only _____, 2020, is made and entered into by and between JEFFERSON COUNTY PUBLIC LIBRARY, a Colorado body politic and corporate ("Library"), and FOOTHILLS PARK & RECREATION DISTRICT, a Colorado body politic and corporate ("Property Owner").

RECITALS

- A. Pursuant to Article XIV, § 18(2)(a), Colorado Constitution, and § 29-1-203, C.R.S., Library and Property Owner have the authority to enter into intergovernmental agreements.
- B. The Library desires to install at Ridge Recreation Center located at 6613 S. Ward Street, Littleton, CO, 89127, certain locker and vending systems as identified in Exhibit A, attached hereto and incorporated herein by this reference (the "Project"), to provide the public with access to Library resources.

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

- 1. **AUTHORIZED REPRESENTATIVES**. Each party's representative designated below shall have the authority to bind said party to that party's obligations as provided for herein. Library designates Padma Polepeddi as its authorized representative. Property Owner designates its Executive Director as its authorized representative.
- 2. **OBLIGATIONS OF LIBRARY**.
 - 2.1. **Project Installation**. Library is responsible for installation of the Project including maintenance, repair or replacement of any portion of the Project as needed. Library has selected D-Tech International USA LLC (the "Contractor") to provide and install the Project.
 - 2.2. **Project Maintenance**. Library shall timely address any vandalism or property damage to the Project and any damage resulting from electrical surges.
 - 2.3. **Signage**. Library is responsible for installation of signage in coordination with Property Owner and as approved by Property Owner, as well as the maintenance, repair or replacement of such signage.
 - 2.4. **Security Camera**. Library will install a temporary security camera directly above the Project.
 - 2.5. **Electrical Service; Lighting**. Library shall provide electrical service to, and appropriate lighting for, the Project.
 - 2.6. **ADA Compliance**. The Library shall be responsible for installation of a concrete pad to provide ADA-compliant access to the Project, including any necessary landscaping.
 - 2.7. **Utilities**. The Library will be responsible for paying \$30.00/month fee of Foothills' electricity costs upon receipt of a quarterly invoice.

- 2.8. Contact Information. Library shall ensure the Project displays owner and contact information for any malfunctions or damage.
- 2.9. Representations. Library shall require the Contractor to use its best efforts, skill, judgment and abilities to perform all work to install the Project in a professional and workmanlike manner, free of material error.
- 2.10. Licenses and Permits. Library shall ensure that the Contractor obtains all licenses and permits required to install the Project.
- 2.11. Contractor Insurance. Library shall require the Contractor, and all subcontractors, to carry the following insurance for the duration of the Project:
- i. Commercial General Liability Insurance. A policy or policies of commercial general liability insurance insuring the Contractor, and naming Library and Property Owner as additional insureds, against and liability for personal injury, bodily injury, death or property damage arising out of the Project. Coverage amounts shall be maintained at the levels set forth in such policy/ies, which shall be no less than \$1,000,000 for each occurrence. Such policies shall include coverages for contractual liability and products/completed operations liability. The limits of such insurance shall not limit the liability of Contractor hereunder.
 - ii. Other Insurance/Workers' Compensation Insurance. Proof of Workers' Compensation Insurance and any other insurance required by applicable law.
- 2.12. Indemnification by Contractor. Library shall require Contractor to indemnify and hold harmless Property Owner, its elected and appointed officials and its employees, agents and representatives (collectively, the "Indemnified Parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to, attorney fees, which may result against any of the Indemnified Parties as a result or on account of the actions or omissions of Contractor or its employees, agents or subcontractors, or other persons acting under Contractor's direction or control, in prosecuting the Project. Contractor shall be required to investigate, handle, respond to and provide defense for any such liability claims or demands at its sole expense and to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false or fraudulent.

3. OBLIGATIONS OF PROPERTY OWNER

- 3.1. Project Space. Property Owner shall dedicate sufficient space for the Project, as set forth in Exhibit B attached hereto and incorporated herein by this reference.

4. INFORMATIONAL OBLIGATIONS. Each Party hereto will meet its obligations as set forth in C.R.S. 29-1-205, as amended, to include information about this Agreement in a filing with the Division of Local Government; however, failure to do so shall in no way affect the validity of this Agreement or the remedies available to the Parties hereunder.

5. FINANCIAL MATTERS. Performance of this Agreement is made in consideration of the mutual covenants and promises contained herein and no party to this Agreement shall have any obligation to pay any other party for performance of this Agreement. Each party shall be responsible for its own costs incurred in the performance of this Agreement.

6. **CONFIDENTIALITY.** The parties, for themselves, their agents, employees and representatives, agree that they will not divulge any confidential or proprietary information they receive from the other party or otherwise have access to, except as may be required by law.
7. **LIABILITY AND IMMUNITY.**
 - 7.1. Each party will be responsible for its own negligent or intentional acts or omissions and for those of its employees, officers, agents and volunteers.
 - 7.2. The parties agree that in the event any claim or suit is brought against either or both parties by any third party as a result of the operation of this Agreement, both parties will cooperate with each other, and with the insuring entities of both parties, in defending such claim or suit.
 - 7.3. The parties hereto intend that nothing herein shall be deemed or construed as a waiver by either party of any rights, immunities, limitations, or protections afforded to them under the Colorado Governmental Immunity Act (§ 24-10-101, C.R.S., et seq.) as now or hereafter amended or otherwise available at law or equity.
8. **TERM AND TERMINATION.**
 - 8.1. The term of this Agreement shall commence on the date the Agreement is executed by all parties and continue for five (5) years. Thereafter, the Agreement shall automatically renew for an additional one-year term unless the Library provides written notice of non-renewal prior to the expiration of the then-current term or until terminated in accordance with this Agreement.
 - 8.2. Installation of the Project shall be complete no later than September 1, 2020, unless extended in writing by the parties.
 - 8.3. Any party may terminate this Agreement with or without cause upon 90 days' prior written notice to the other parties.
9. **NOTICES.**
 - 9.1. "Key Notices" under this Agreement are notices regarding contract default, contractual dispute, or termination of the Agreement. Key Notices shall be given in writing and shall be deemed received if given by: (a) confirmed electronic transmission (as defined below) when transmitted, if transmitted on a business day and during normal business hours of the recipient, and otherwise on the next business day following transmission; (b) certified mail, return receipt requested, postage prepaid, three business days after being deposited in the United States mail; or (c) overnight carrier service or personal delivery, when received. For Key Notices, the parties will follow up any electronic transmission with a hard copy of the communication by the means described above. All other communications or notices between the parties that are not Key Notices may be done via electronic transmission. Notice shall be given to the parties at the following addresses:

LIBRARY:

Jefferson County Public Library
Attn: Padma Polepeddi
10200 W. 20th Avenue
Lakewood, CO 80215
Tele: (303) 275-2206
Email: Padma.Polepeddi@JeffcoLibrary.org

With a copy to:

Jefferson County Attorney
100 Jefferson County Pkwy
Golden, CO 80419-5500
Tele: 303-271-8900
Email: CAOContracts@jeffco.us

PROPERTY OWNER

Foothills Park and Recreation District
Attn: Ronald Hopp, Executive Director
6612 S. Ward St.
Littleton, CO 80127
Tele: (303) 409-2107
Email: rhopp@fhprd.org

All Key Notices shall include a reference to the Agreement including the parties' names and the date of the Contract.

9.2 **Electronic Transmissions.** The parties agree that: (a) any notice or communication transmitted by electronic transmission, as defined below, shall be treated in all manner and respects as an original written document; (b) any such notice or communication shall be considered to have the same binding and legal effect as an original document; and (c) at the request of any party, any such notice or communication shall be re-delivered or re-executed, as appropriate, by the party in its original form. The parties further agree that they shall not raise the transmission of a notice or communication, except for Key Notices, by electronic transmission as a defense in any proceeding or action in which the validity of such notice or communication is at issue and hereby forever waive such defense. For purposes of this Agreement, the term "electronic transmission" means any form of communication not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process, but specifically excluding facsimile transmissions and texts.

10. MISCELLANEOUS.

- 10.1. **Independent Entities.** The parties enter into this Agreement as separate, independent governmental entities and shall maintain such status throughout.
- 10.2. **Assignment.** This Agreement shall not be assigned by any party without the prior written consent of all parties.
- 10.3. **Integration and Amendment.** This Agreement represents the entire agreement between the parties and terminates any oral or collateral agreement or understandings. This Agreement may be amended only by a writing signed by the parties. If any provision of this Agreement is held

invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provision of this Agreement shall continue in full force and effect.


- 10.4. **Officials Not to Benefit.** No elected or employed member of any party shall be paid or receive, directly or indirectly, any share or part of this Agreement or any benefit that may arise therefrom.
- 10.5. **Conflict of Interest.** No party shall knowingly perform any act that would conflict in any manner with said party's obligations hereunder. Each party certifies that it is not engaged in any current project or business transaction, directly or indirectly, nor has it any interest, direct or indirect, with any person or business that might result in a conflict of interest in the performance of its obligations hereunder.
- 10.6. **Governing Law.** This Agreement shall be governed by the laws of the State of Colorado.
- 10.7. **Venue.** Venue for all disputes arising under this agreement shall be in the District Court of and for the County of Jefferson, State of Colorado.
- 10.8. **Binding Effect.** This Agreement shall inure to the benefit of, and be binding upon, the parties, their respective legal representative, successors, heirs, and assigns, provided that nothing in this paragraph shall be construed to permit the assignment of this Agreement except as otherwise expressly authorized herein.
- 10.9. **Survival.** Notwithstanding anything to the contrary, the parties understand and agree that all terms and conditions of this Agreement that require continued performance or compliance beyond the termination or expiration of this Agreement shall survive such termination or expiration and shall be enforceable against a party if such party fails to perform or comply with such term or condition.
- 10.10. **Waiver.** This Agreement or any of its provisions may not be waived except in writing by a party's authorized representative. The failure of a party to enforce any right arising under this Agreement on one or more occasions will not operate as a waiver of that or any other right on that or any other occasion.
- 10.11. **No Third-Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement and all right of action relating to such enforcement shall be strictly reserved to the parties and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party. It is the express intention of parties that any person other than parties receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
- 10.12. **Execution by Counterparts; Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The parties approve the use of electronic signatures for execution of this Agreement. All documents must be properly notarized, if applicable. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§24-71.3-101 to -121.

10.13. Proper Execution. Each party represents that all procedures necessary to authorize such party's execution of this Agreement have been performed and that the person signing for such party has been authorized to do so.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement.

FOOTHILLS PARK AND RECREATION DISTRICT,
A COLORADO BODY POLITIC AND CORPORATE

By: 
Ronald Hopp, Executive Director

JEFFERSON COUNTY PUBLIC LIBRARY

By: _____
Donna R. Walker, Executive Director

APPROVED AS TO FORM:

Kurtis D. Behn
Assistant County Attorney

EXHIBIT A – Holds Locker

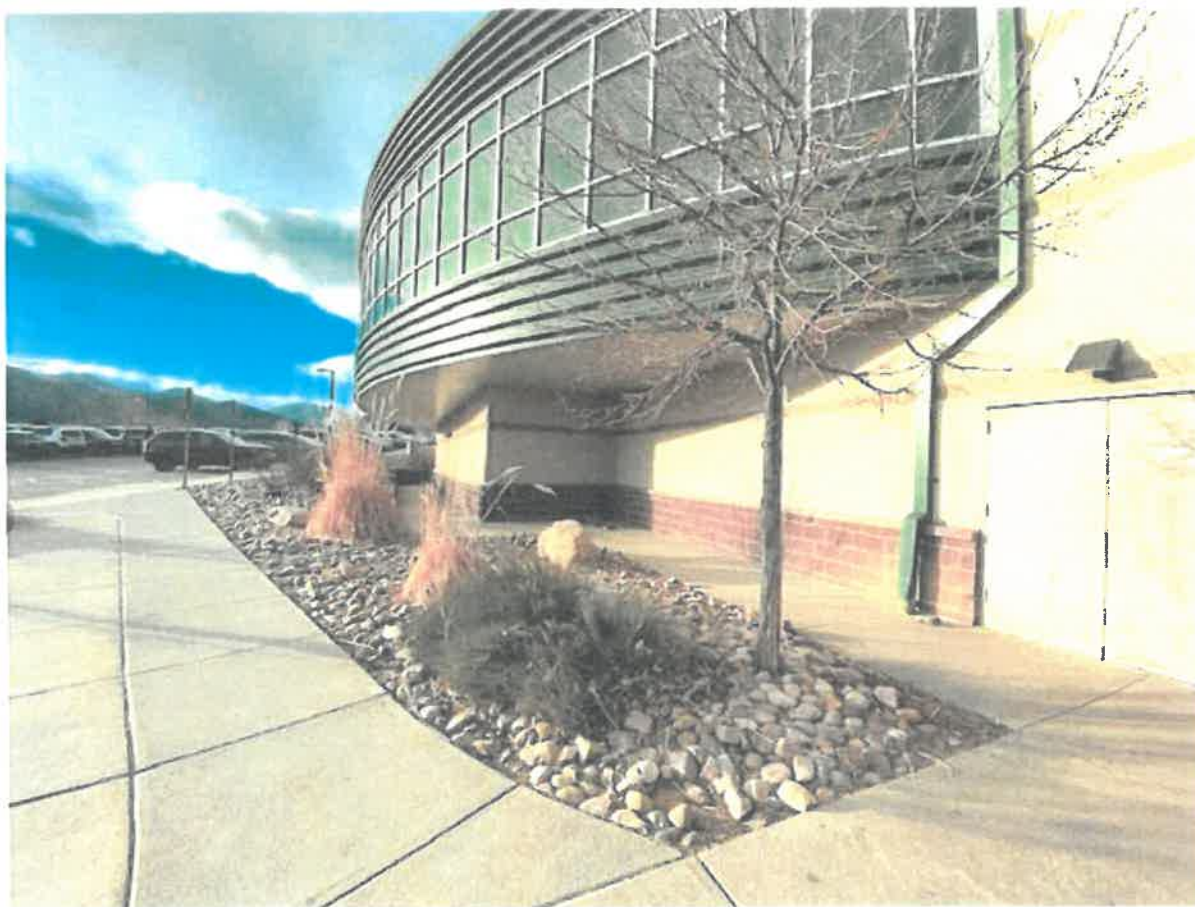
***Picture shows 7 sections, only 3 sections will be moved to the Ridge Center**

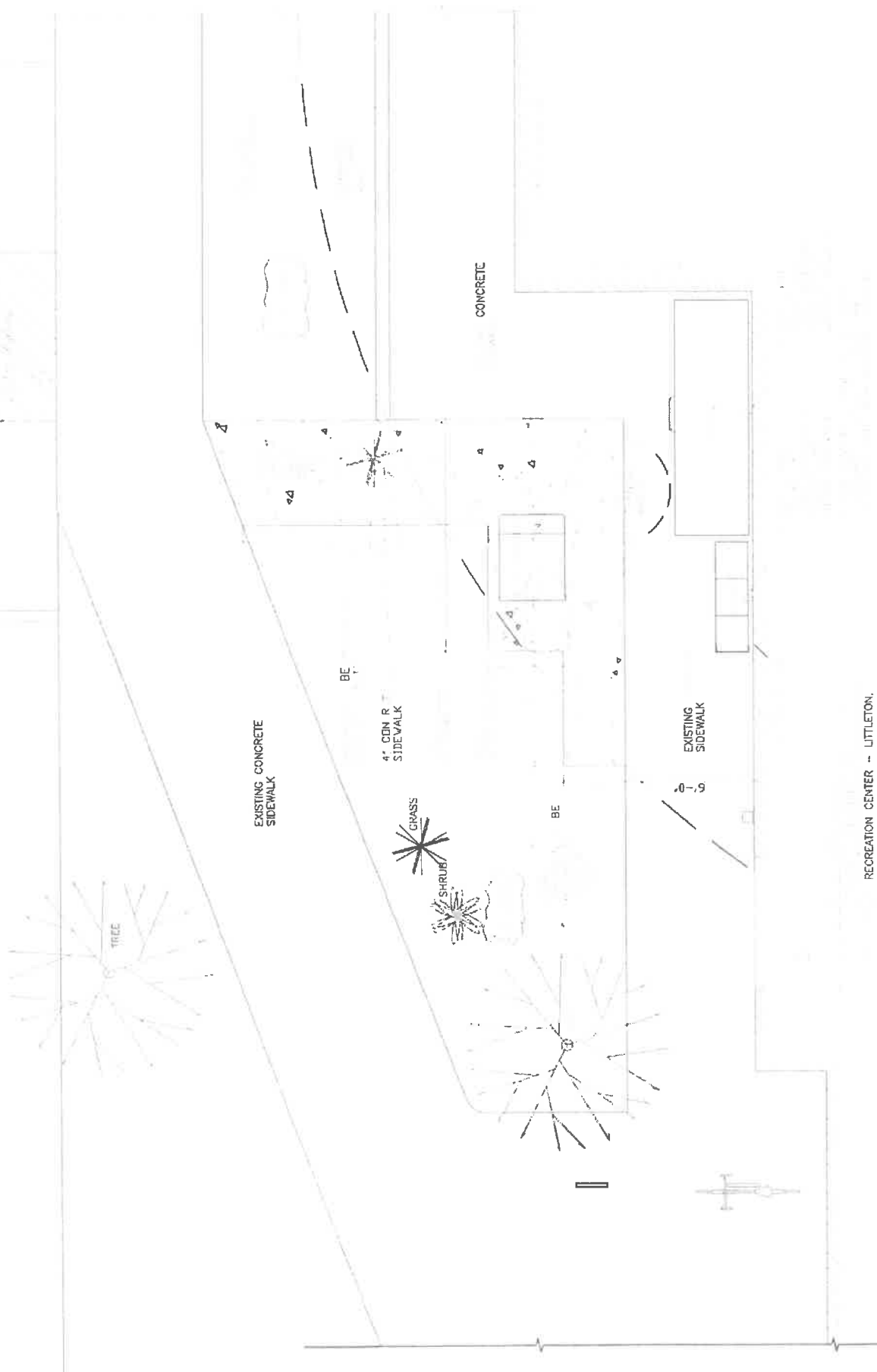


EXHIBIT A – Vending machine – (To be wrapped when moved)



EXHIBIT B – Ridge Center Location of the locker/vending machine placement





RECREATION CENTER -- LITTLETON.

Operational Updates

Information Technology

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, IT Director

DATE: July 9, 2020

RE: Information on Sentinel Contract Authorization for IT Consulting & Professional Services

JCPL has used Sentinel's consulting services for the past five years to assist IT with projects such as SharePoint and the recent Edge router implementation. JCPL is currently negotiating a Master Services Agreement, which will allow IT to access support for a wide range of IT services at a fixed rate. The contract will encompass all consulting work provided by Sentinel, including projects that would otherwise be too small to require a formal contract. Any existing Sentinel contracts will be incorporated into the Master Service Agreement at the time the contract expires. Below are examples of Sentinel services under the agreement:

Core Services	Advanced Services		
<ul style="list-style-type: none">• Storage• Network• Virtualization• Application Support	<ul style="list-style-type: none">• Cloud Solutions	<ul style="list-style-type: none">• Multifactor	<ul style="list-style-type: none">• Connected Business Experience
	<ul style="list-style-type: none">• Security Operations	<ul style="list-style-type: none">• Data Intelligence	<ul style="list-style-type: none">• Data Management
	<ul style="list-style-type: none">• Data Security	<ul style="list-style-type: none">• Software Defined Infrastructure	<ul style="list-style-type: none">• Application Migration Services
	<ul style="list-style-type: none">• Identity and Access Management	<ul style="list-style-type: none">• Collaboration Infrastructure and Assessments	<ul style="list-style-type: none">• Managed Services

Having a Master Services Agreement with Sentinel will clarify terms, conditions, and prices for all of JCPL's needs. Sentinel was chosen due to our experiences with them on projects like the implementation of the Edge Router. They have demonstrated themselves to be a qualified provider of these services. The IT department has several projects scheduled for the coming year that require their expertise. One in particular is the implementation of Office 365 Teams to replace Skype for Business, which is being retired by Microsoft on July 31, 2021.

Office 365 Teams would replace all current Skype for Business functionality for scheduling and conducting online meetings, chat, user status and presence, screen sharing, and voice over internet phone calls (internal to JCPL only). These are critical IT services, especially when a large part of the JCPL staff is working remotely.

Total Cost:

The hourly cost of services is \$175 and the annual cost will depend on JCPL's needs. The total annual cost could range from \$30,000 to \$100,000 depending on what projects are undertaken.

ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



Budget:

Costs for this contract will not exceed the budgeted amount for professional services, Executive Director approved projects, and software maintenance within the approved 2020 and 2021 budgeted amounts.

Next Actions:

We recommend the Board of Trustees authorize the Executive Director to enter into a Master Services Agreement with Sentinel for IT professional services. **This item will be placed on the consent agenda for the August 13, 2020 Special Library Board meeting unless otherwise instructed by the Board.**

ADMINISTRATION

10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY